

**Board Minutes
2014**

2014 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President:			
Janet Umlauf		December 31, 2015	County Commissioners
Vice-President:			
Natalie Waling		December 31, 2016	County Council
Secretary:			
Deana George		May 11, 2017	Rensselaer Central
			School Board
Treasurer:			
Janelle Harper		December 31, 2014	County Commissioners
Asst. Treasurer:			
Timothy Schultz		June 30, 2016	County Council
Jody Melton		August 2, 2015	Pres. KV & West Central
			School Boards
Mark Heinig		May 9, 2018	Rensselaer Central
			School Board

2014 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$63,045
1.12	Salary of Assistants	\$1,054,554
1.13	Wages of Janitor	\$67,178
1.2	Employee benefits	
1.21	Employer: FICA	\$90,635
1.22	Unemployment Comp	\$3,520
1.23	Employer: PERF	\$104,051
1.24	Employer: Group Insur.	\$179,134
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,562,117

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$600
2.12	Stationery/printing	\$450
2.13	Other office supplies	\$8,000
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,500
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$8,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$200
2.33	Repair parts	\$2,000
2.4	Other supplies	
2.41	Library supplies	\$14,950
2.42	Marketing	\$50
	Total Supplies	\$41,750

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$5,000
3.14	Other profess. services	\$5,000
3.145	Databases/Licensing Services	\$21,186
3.146	E-Books Services	\$12,300
3.2	Communication/Transportation	
3.21	Telephone	\$4,200
3.22	Postage	\$3,000

3.23	Traveling expenses	\$20,000
3.24	Professional mtgs	\$8,000
3.25	Freight/Express	\$1,800
3.26	Network expenses	\$58,440
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$800
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,500
3.4	Insurance	
3.41	Official bonds	\$250
3.42	Other insurance	\$28,500
3.5	Utility services	
3.51	Gas	\$30,000
3.52	Electricity	\$85,000
3.53	Water	\$2,000
3.54	Waste disposal service	\$5,700
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$58,000
3.62	Equipment	\$880
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$650
3.91	Dues	\$2,800
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$350
3.94	Transfer to LIRF	\$100,000
3.95	Book reimbursement	\$500
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$105,348
	Total Other Services/Charges	\$561,324
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$39,734
4.5	Other capital outlays	
4.51	Books	\$150,000
4.52	Periodicals,newspapers	\$25,000
4.53	Nonprint materials	\$56,913
	Total Capital Outlays	\$271,647
	FUND TOTAL	\$2,436,838

Board Meeting Dates

2014

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 13

Monday, February 10
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 10

Monday, April 14 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 12

Monday, June 9
Webmaster Annual Report

Monday, July 14

Monday, August 11

Monday, September 8 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 13

Monday, November 10
Technical Services & Systems Administrator Annual Reports

Monday, December 8

Monday, December 29 (Special Year End Meeting-time to be announced)

Library Board Committees 2014

Budget Committee: Tim Schultz, chair; Janet Umlauf; Janelle Harper

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Deana George, chair; Natalie Waling, Jody Melton

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Natalie Waling, chair; Mari Anne Sayler; Janet Umlauf

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Jody Melton, chair; Deana George; Janelle Harper

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Holiday Schedule 2014

The Libraries will be closed on the following days:

New Year's Day: Wednesday, January 1
Memorial Day: Monday, May 26
Independence Day: Friday, July 4
Labor Day: Monday, September 1
Thanksgiving: Thursday, November 27
Christmas Eve: Wednesday, December 24
Christmas Day: Thursday, December 25
New Year's Eve: Wednesday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2014.

LIBRARY POLICY REVIEW SCHEDULE 2014

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	✓ Fixed Asset Policy	181
	✓ Circulating Software Policy	165
February:	✓ Holiday Policy	127
	✓ Library Behavior Policy	141
March:	✓ Public Purchase Policy	175
	✓ Board Code of Ethics	147
	✓ Staff Complaint Policy	146
April:	✓ Personnel Policy	109
May:	✓ No policies reviewed	
June:	✓ Study Room Use Policy	129
	✓ Internet Acceptable Use Policy	151
	✓ Social Media Policy	196
July:	✓ Reciprocal Borrowing Policy	159
	✓ Fax Machine Policy	125
August:	✓ Food, Tobacco, Drug & Alcohol Policy	157
	✓ Walking Books Policy	167
September:	✓ Bylaws	81
	✓ Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2015

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD (Digital) Projector Policy	179
	Blu-ray/VHS/DVD Policy	107
February:	Staff Code of Ethics	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Staff Complaint Policy	146
	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board/Staff Privileges	143 & 145
	Board By-Laws	81
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.
3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.
2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).
4. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2013 pay 2014 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1
5. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

Jasper County Public Library
September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2014 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.
2. DLGF will establish the last day for first and second publications of proposed 2014 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.
2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.
3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.
4. Board Nominating Committee prepares slate of officers for following year.
5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.
2. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
3. Assistant treasurer is selected by board.
4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.
9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/12

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/11; reviewed 9/14

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 13, 2014, 6pm
Rensselaer Public Library

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2014 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 13)	Action
Designate Newspapers for Publishing Notices (R 30)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2014 (R 7)
Policy Review (R 10; R12; and R 30-R 31)
Long Range Plan Revision (R 18; R 31)

General Business

Rensselaer Library Broken Water Pipes	Information
PLA 2014	Action
Oath of Office - Natalie Waling	Action
Oath of Office – Assistant Treasurer: (R 31)	Action
Appropriation Transfer	Action
Conflict of Interest (R 15; R 31)	Information
Committee Assignments (R 31)	Information

Director's Report (R 30-R 33) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

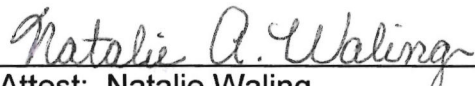
Minutes.....December 27, 2013
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

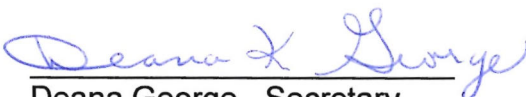
Present: Natalie Waling, Janet Umlauf, Mari Anne Sayler, Deana George, Janelle Harper, Patty Stringfellow

On a motion by J. Umlauf, seconded by D. George, the Board unanimously approved year-end bills.

On a motion by J. Umlauf, seconded by M. Sayler the Board unanimously approved transfers in the Operating Fund and the Library Improvement Reserve Fund.

With no further business, the meeting adjourned at 9:13 AM on a motion by J. Umlauf.


Attest: Natalie Waling


Deana George, Secretary

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 9, 2013
Rensselaer Library

Present: Natalie Waling, Jody Melton, Timothy Schultz, Janet Umlauf, Janelle Harper, Deana George, Patricia Stringfellow, Rayann Gilmore, Russ Bailey

Absent: Mari Anne Saylor

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, Salary Ordinance update, & Meeting Room Policy revisions were approved as presented on a motion by J. Melton and seconded by J. Umlauf. Motion passed.

License Agreement- Steinke Funeral Home: At our October Board meeting the Board discussed a request presented by Justin Frazier of TBIRD Designs on behalf of Steinke Funeral Home. Their request was to connect a pipe coming from a detention pond on the Funeral Home's property to an existing storm drain on library property. The request was approved by the Board who requested that a Memorandum of Understanding be put together to address concerns with liability, grounds restoration, and hold harmless. Russ Bailey, the library's attorney, presented the license agreement that has been drawn up. The license agreement allows Steinke Funeral Home & their contractors to come on library property to do the work and maintain whatever they need to for this project. Steinke has also agreed to carry the proper insurance & to reimburse the library for attorney fees that have been incurred as a result of this project. Russ will request the Certificate of Liability Insurance from Steinke. J. Umlauf moved to accept the license agreement & acknowledgement that Steinke will reimburse for legal fees, seconded by J. Harper. Motion passed.

Technology Plan 2014-2017: The library is required to have a Board approved Technology Plan in place. Our current plan will expire in 2014 so we have created a new plan that will be effective 2014-2017. T. Schultz moved to accept the 2014-2017 Technology Plan as presented, seconded by D. George. Motion passed.

Health Insurance December Renewal: At the November Board meeting the Board did vote to go with a December renewal for health insurance. Open enrollment is now in effect for staff. We did finally, in late November, receive the details about the January renewal rates that we requested earlier this year. We looked them over and found that the December rates were still the most favorable for the library and staff. The January renewal offered a plan that did have a 10% decrease in premiums over what we currently have but the deductible went up to \$4000. The other January renewal plan was a 13% increase in premiums over what we currently have. With the December 1 renewal the cost to the employee for 2014 will be \$130.92 and the cost to the Library will be \$523.66 up from \$126.37 & \$505.47, respectively, in 2013.

2014 Salary Increase: P. Stringfellow explained that the 2014 Budget was written to support a 2% salary increase and a 50% increase in health insurance premiums. Our insurance agent had recommended that we budget for that amount of increase. The premiums for health insurance came in better than expected and so the 2014 Budget is able to support a 3% salary increase. J. Umlauf motioned to approve a 3% salary increase for staff in 2014, seconded by J. Melton. Motion passed.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount that can be transferred is \$120,000. We recommend transferring \$35,000 of the budgeted amount. Transferring this amount will leave us enough to cover the bill for the roof materials which will be paid before year end and still have a good operating balance for the start of the year. T. Schultz moved to transfer \$35,000 from our Operating Budget to the Library Improvement Reserve Fund, seconded by J. Melton. Motion passed.

Election of Officers: J. Melton made a motion to elect the slate of officers as presented: President- J. Umlauf, Vice-President- N. Waling, Secretary- D. George, Treasurer- J. Harper, Assistant Treasurer- T. Schultz. D. George seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Friday, December 27, 2013 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. J. Umlauf, D. George, M. Sayler, N. Waling, and J. Harper are able to attend.

Director's Report: The library received the December tax distribution as expected. This contributes to our operating balance and helps as we start the new year.

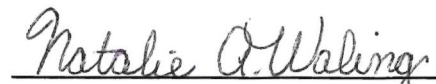
P. Stringfellow presented samples of letterhead, envelopes, and business cards using the new logo. The logo and samples were designed in-house.

Currently, the task of seeking bids for building insurance is listed on the Board and Administration Monthly Tasks List to occur every 3 years. We did solicit bids in 2013. At that time, there was some discussion about possibly soliciting bids more often. P. Stringfellow explained that if the Board would like to seek bids for building insurance more often than every three years that the Task List could be revised. The Board did not indicate a desire to seek quotes more often than every three years so no revisions will be made to the Task List. We will solicit bids again in 2016

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 6:47 PM.



Deana George, Secretary



Attest: Natalie Waling, President

CIRCULATION BY HOLDINGS CODE
December 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	7	3	0	10
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	4	2	0	6
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	14	8	1	23
Blu-Ray (DBR)	158	0	0	158
Books on CD (DBKCD)	137	6	3	146
Books on Tape (DBKT)	3	0	0	3
Compact Disc (DCD)	254	14	3	271
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1481	22	13	1516
Equipment (DEQP)	30	0	0	30
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	40	0	0	40
Fiction (DFIC)	615	21	10	646
Fiction Fantasy (DFICF)	5	0	0	5
Fiction Mystery (DFICM)	114	1	2	117
Fiction New (DFICNEW)	391	8	12	411
Fiction Science Fiction (DFICSF)	13	0	0	13
Fiction Western (DFICW)	15	1	0	16
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	27	1	8	36
Hanging Bags (DHANG)	5	0	1	6
ILL (DILL)	42	1	1	44
Internet (DINTER)	772	0	0	772
Juv. Audio book (DJAUDB)	12	1	0	13
Juv. Biography (DJBIO)	14	0	1	15
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	9	0	0	9
Juvenile Easy (DJE)	274	15	8	297
Juv. Easy Non-fiction (DJENF)	25	0	4	29
Juv. Easy Reader (DJER)	172	5	2	179
Juv. Fiction (DJFIC)	335	15	10	360
Juv. Holiday books (DJHOL)	212	5	0	217
Juv. Magazine (DJMAG)	16	0	0	16
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	134	16	14	164
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	82	0	1	83

Large Print Fiction (DLPF)	144	14	3	161
Large Print Nonfic (DLPNF)	10	0	0	10
Magazine (DMAG)	698	13	2	713
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	4	0	14
Nonfiction 100 (DNF100)	23	0	0	23
Nonfiction 200 (DNF200)	15	6	0	21
Nonfiction 300 (DNF300)	43	5	8	56
Nonfiction 400 (DNF400)	11	0	0	11
Nonfiction 500 (DNF500)	26	0	1	27
Nonfiction 600 (DNF600)	107	11	5	123
Nonfiction 700 (DNF700)	61	2	3	66
Nonfiction 800 (DNF800)	9	2	0	11
Nonfiction 900 (DNF900)	30	4	4	38
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	77	3	0	80
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	92	11	3	106
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	7	0	5	12
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	30	1	0	31
YA Audio book (DYAUDB)	5	1	0	6
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	133	2	4	139
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	0	2	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	32	1	35
Blu-Ray (RBR)	1	199	0	200
Books on CD (RBKCD)	2	152	0	154
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	285	3	291
Digital Audiobooks (RDA)	0	11	0	11
DVD (RDVD)	20	2908	29	2957
Equipment (REQP)	0	19	0	19
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	38	0	38
Fiction (RFIC)	15	536	17	568
Fiction New (RFICNEW)	9	330	19	358

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	129	1	130
Hanging Bag (RHANG)	0	4	0	4
ILL (RILL)	1	64	0	65
Internet (RINTER)	0	1047	0	1047
Juv. Audio book (RJAUDB)	0	14	0	14
Juv. Biography (RJBIO)	0	38	0	38
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	15	0	15
Juvenile Easy (RJE)	4	509	5	518
Juv. Easy Non-fiction (RJENF)	1	34	0	35
Juv. Easy Reader (RJER)	1	176	0	177
Juv. Fiction (RJFIC)	10	388	4	402
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	290	4	298
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	12	0	12
Juv. Toddler (RJTOD)	0	103	0	103
Large Print Fiction (RLPF)	28	187	3	218
Large Print Nonfic (RLPNF)	4	10	0	14
Magazine (RMAG)	2	345	0	347
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	5	0	6
Non-Fiction 100 (RNF100)	0	17	0	17
Non-Fiction 200 (RNF200)	4	19	0	23
Non-Fiction 300 (RNF300)	3	57	2	62
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	0	31	0	31
Non-Fiction 600 (RNF600)	12	128	6	146
Non-Fiction 700 (RNF700)	6	64	1	71
Non-Fiction 800 (RNF800)	0	15	0	15
Non-Fiction 900 (RNF900)	0	38	2	40
Nonfiction Blu-Ray (RNFBR)	0	11	0	11
Nonfiction DVD (RNFDVD)	1	154	0	155
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	5	180	7	192
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	21	0	21
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	10	0	10
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	101	3	112
YA Music CD (RYACD)	0	39	2	41
YA Nonfiction (RYANF)	0	8	1	9
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	1	18	22
Blu-Ray (WBR)	1	0	196	197
Books on CD (WBKCD)	12	7	122	141
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	12	151	167
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	18	19	1797	1834
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	19	19
Fiction (WFIC)	30	25	244	299
Fiction Fantasy (WFICF)	0	2	13	15
Fiction Mystery (WFICM)	5	7	33	45
Fiction New (WFICNEW)	24	15	265	304
Fiction Science Fiction (WFICSF)	0	1	6	7
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	17	18
Hanging Bags (WHANG)	0	0	3	3
ILL (WILL)	0	0	37	37
Internet (WINTER)	0	0	484	484
Juv. Audio book (WJAUDB)	1	1	4	6
Juv. Biography (WJBIO)	0	1	8	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	3	3
Juvenile Easy (WJE)	18	33	264	315
Juv. Easy Non-fiction (WJENF)	1	2	12	15
Juv. Easy Reader (WJER)	8	3	157	168
Juv. Fiction (WJFIC)	15	20	269	304
Juv. Magazine (WJMAG)	0	0	9	9
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	17	168	193
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	1	36	40
Large Print Fiction (WLFPF)	8	14	99	121
Large Print Nonfic (WLPNF)	4	0	6	10
Magazine (WMAG)	13	2	260	275
Non-Fiction 000 (WNF000)	3	1	3	7
Non-Fiction 100 (WNF100)	5	0	6	11
Non-Fiction 200 (WNF200)	5	2	6	13
Non-Fiction 300 (WNF300)	6	4	14	24
Non-Fiction 400 (WNF400)	2	0	0	2

Non-Fiction 500 (WNF500)	0	0	12	12
Non-Fiction 600 (WNF600)	16	7	66	89
Non-Fiction 700 (WNF700)	6	1	24	31
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	4	2	18	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	49	52
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	18	6	73	97
Nonfiction VHS (WNFVHS)	0	0	6	6
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	8	8
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	11	11
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	8	144	166
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	6	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7373	9246	5429	22048

CIRCULATION BY HOLDINGS CODE
December 2013

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	7	3	0	10
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	4	2	0	6
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	19	41	20	80
Blu-Ray (BR)	161	210	196	567
Books on CD (BKCD)	151	165	125	441
Books on Tape (BKT)	3	0	0	3
Compact Disc (CD)	261	311	157	729
Digital Audiobooks (DA)	6	11	3	20
DVD (DVD)	1519	2949	1839	6307
Equipment (EQP)	30	19	22	71
See librarian (ERR)	0	0	0	0

Express Book (EXP)	40	38	19	97
Fiction (FIC)	660	582	271	1513
Fiction Fantasy (FICF)	5	2	13	20
Fiction Mystery (FICM)	119	8	35	162
Fiction New (FICNEW)	424	353	296	1073
Fiction Science Fiction (FICSF)	13	1	6	20
Fiction Western (FICW)	15	1	4	20
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	27	131	26	184
Hanging Bags (HANG)	5	4	4	13
ILL (ILL)	43	65	38	146
Internet (INTR)	772	1047	484	2303
Juv. Audio book (JAUDB)	13	16	4	33
Juv. Biography (JBIO)	14	39	9	62
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	9	15	3	27
Juvenile Easy (JE)	296	557	277	1130
Juv. Easy Non-Fiction (JENF)	27	36	16	79
Juv. Easy Reader (JER)	181	184	159	524
Juv. Fiction (JFIC)	360	423	283	1066
Juv. Holiday (JHOL)	212	5	0	217
Juv. Magazine (JMAG)	16	18	9	43
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	146	323	186	655
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	12	0	13
Juv. Toddler (JTOD)	85	104	37	226
Large Print Fiction (LPF)	180	215	105	500
Large Print Nonfic (LPNF)	18	10	6	34
Magazine (MAG)	713	360	262	1335
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	10	3	27
Non-Fiction 100 (NF100)	28	17	6	51
Non-Fiction 200 (NF200)	24	27	6	57
Non-Fiction 300 (NF300)	52	66	24	142
Non-Fiction 400 (NF400)	13	6	0	19
Non-Fiction 500 (NF500)	26	31	13	70
Non-Fiction 600 (NF600)	135	146	77	358
Non-Fiction 700 (NF700)	73	67	28	168
Non-Fiction 800 (NF800)	9	17	3	29
Non-Fiction 900 (NF900)	34	44	24	102
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	79	159	49	287
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	115	197	83	395
Nonfiction VHS (NFVH)	3	0	6	9
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	82	108	51	241
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	1	0	2
Software (SWAR)	7	21	13	41
Vertical File (VF)	0	0	5	5
VHS	30	1	11	42
YA Audio book (YAUDB)	5	11	1	17
YA Biography (YAB)	1	3	0	4
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	155	111	151	417
YA Music CD (YACD)	0	39	2	41
YA Nonfiction (YANF)	5	8	9	22
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	0	0	6
				0
Free reads	762	227	82	1071
Games/Puzzles	30	19	0	49
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8247	9600	5566	23413

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2224	1427	831	4482
Nonfiction	686	857	382	1925
CHILDREN'S BOOKS				
Fiction	933	1273	756	2962
Nonfiction	402	415	211	1028
YA BOOKS				
Fiction	183	242	177	602
Nonfiction	6	11	9	26
Magazines, Adult	713	360	262	1335
Magazines, Children	16	18	9	43
Sound Recordings, adult	426	498	291	1215
Sound Recordings, ch	27	74	13	114
Online databases	0	0	0	0
Software	7	21	13	41
Vertical file	0	0	5	5
VHS/DVD/Blu-Ray	1792	3319	2101	7212
Equipment	30	19	22	71
Total	7445	8534	5082	21061
A-V Circulation	2252	3912	2418	8582
A-V Circulation as % of total	30.2%	45.8%	47.6%	40.7%

December 2013

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	
1	1	1	1	1	1	1	1	1	3
2	2	2	2	2	2	2	2	2	6
3	3	3	3	3	3	3	3	3	9
4	4	4	4	4	4	4	4	4	12
5	5	5	5	5	5	5	5	5	15
6	6	6	6	6	6	6	6	6	18
7	7	7	7	7	7	7	7	7	21
8	8	8	8	8	8	8	8	8	24
9	9	9	9	9	9	9	9	9	27
10	10	10	10	10	10	10	10	10	30
11	11	11	11	11	11	11	11	11	33
12	12	12	12	12	12	12	12	12	36
13	13	13	13	13	13	13	13	13	39
14	14	14	14	14	14	14	14	14	42
15	15	15	15	15	15	15	15	15	45
16	16	16	16	16	16	16	16	16	48
17	17	17	17	17	17	17	17	17	51
18	18	18	18	18	18	18	18	18	54
19	19	19	19	19	19	19	19	19	57
20	20	20	20	20	20	20	20	20	60
21	21	21	21	21	21	21	21	21	63
22	22	22	22	22	22	22	22	22	66
23	23	23	23	23	23	23	23	23	69
24	24	24	24	24	24	24	24	24	72
25	25	25	25	25	25	25	25	25	75
26	26	26	26	26	26	26	26	26	78
27	27	27	27	27	27	27	27	27	81
28	28	28	28	28	28	28	28	28	84
29	29	29	29	29	29	29	29	29	87
30	30	30	30	30	30	30	30	30	90
31	31	31	31	31	31	31	31	31	93
32	32	32	32	32	32	32	32	32	96
33	33	33	33	33	33	33	33	33	99
34	34	34	34	34	34	34	34	34	102
35	35	35	35	35	35	35	35	35	105
36	36	36	36	36	36	36	36	36	108
37	37	37	37	37	37	37	37	37	111
38	38	38	38	38	38	38	38	38	114
39	39	39	39	39	39	39	39	39	117
40	40	40	40	40	40	40	40	40	120
41	41	41	41	41	41	41	41	41	123
42	42	42	42	42	42	42	42	42	126
43	43	43	43	43	43	43	43	43	129
44	44	44	44	44	44	44	44	44	132
45	45	45	45	45	45	45	45	45	135
46	46	46							

ADULT BOOKS

CHILDREN'S BKS**YA BOOKS**

Magazines,Adult	713	360	262	1,335
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Magazines, Child	16	18	9	43
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Games, Toys	0
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Sound Rec/Adult	20	1	426	12	0	498	33	0	291	1,215 ✓
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Sound Rec/Child	0	0	27	1	0	74	1	0	13	114
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[illegible]

Software	0	76	7	0	3	21	0	5	13	41
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[illegible]

VHS/DVD/BluRay	19	3	1,792	32	4	3,319	28	2	2,101	7,212
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Equipment	30	19	22	71
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TOTAL	278	138	7,445	270	17	8,534	311	32	5,082	21,061
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
1950	100	100	100
1951	100	100	100
1952	100	100	100
1953	100	100	100
1954	100	100	100
1955	100	100	100
1956	100	100	100
1957	100	100	100
1958	100	100	100
1959	100	100	100
1960	100	100	100
1961	100	100	100
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2030	100	100	100
2031	100	100	100
2032	100	100	100
2033	100	100	100
2034	100	100	100
2035	100	100	100
2036	100	100	100
2037	100	100	100
2038	100	100	100
2039	100	100	100
2040	100	100	100
2041	100	100	

Total Materials Owned	76,978	69,412	53,068
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Circulation Increase/Decrease	0.6%	4.3%	-12.1%
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MONTHLY SYSTEM STATISTICS	2012	2013	% change
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Current month's Circulation	21,363	21,061	-1.4%
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Jan. to date circulation	319,367	315,668	-1.2%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,007	22,120	13,434	13,502	14,165	ADULT BOOKS
19,767	19,782	20,228	20,309	10,083	14,252 Fiction
					10,119 Nonfiction
					CHILDREN'S BKS
14,865	14,909	12,756	12,786	11,082	11,153 Fiction
8,138	8,154	6,683	6,684	5,829	5,833 Nonfiction
					YA BOOKS
2,169	2,161	2,982	3,017	2,324	2,350 Fiction
581	582	747	747	133	133 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,557	3,576	4,001	4,013	4,027	4,060 Sound Rec/Adult
754	754	598	599	832	833 Sound Rec/Child
18	18	29	29	7	7 Online Databases
372	296	336	333	177	172 Software
0	0			4	4 Vertical Files
4,492	4,508	7,203	7,231	4,069	4,095 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,838	76,978	69,159	69,412	52,789	53,068 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2013

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	199	43	128	28	246	53	573	124
LOCAL HISTORY								
In person	2	1	0	0	0	0	2	1
Letters written	0	0	4	4	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	772	32	1047	44	484	20	2303	96
Internet use-Wireless	1614		2036		897		4547	
Computer software used	182	15	147	12	87	7	416	35
VCR Use	0	0	0	0	1	0	1	0
Microforms	8	1	7	1	0	0	15	2
CD ROM/Online databases	162	14	238	20	113	9	513	43
Typewriter use	0	0	1	0	0	0	1	0
Other equipment used	0	0	7	2	1	0	8	3
OTHER LIBRARY SERVICES USED								
Outreach activities	54	54	19	13	0	0	73	49
Notarized documents	6	2	8	2	6	2	20	5
Meeting Room Use (no. of group)	33	11	26	9	25	8	84	28
Study room use	27	2	23	2	23	2	73	6
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	4	0	1	0	5	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							722	
IN-HOUSE USE ITEMS	258		535		254		1047	
SELF-CHECKOUT USE	185		645		306		1136	
INTERLIBRARY LOANS								
Requests made for:	69	17	87	22	37	9	193	48
Items rec'd for:	82	41	108	54	51	26	241	121
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8453	8693	4989	22135
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	370	546	129	1045
Number of New Patrons Added	30	19	32	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	1	6	0	0	3	18
Children's Programs (0-13)	5	30	12	72	7	42	24	144
Number attending	136		153		164		453	
YA Programs (14-17)	1	6	2	12	3	18	6	36
Number attending	5		40		22		67	
Adult Programs	3	18	5	30	1	6	9	54
Number attending	89		69		21		179	
Senior Citizen Programs	4	24	3	18	3	18	10	60
Number attending	35		9		21		65	
Total Number of Programs	15	90	23	138	14	84	52	312
Total Persons Attending	265		271		228		764	
Total Attending Same Month Last Yr.	204		331		220		755	
Total Staff Hours Spent		324		350		221	894	876
Total Number of In-House Program	10		19		10		39	
Total Attendance	156		166		91		413	
Total Number of Outreach Program	5		4		4		13	
Total Attendance	109		105		137		351	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5868	79.4%	5759	68.2%	3528	70.2%	15155	72.6%
Corporate	14	0.2%	58	0.7%	0	0.0%	72	0.3%
Juvenile 0-11	60	0.8%	138	1.6%	38	0.8%	236	1.1%
Juvenile-AV	594	8.0%	923	10.9%	462	9.2%	1979	9.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	170	2.3%	280	3.3%	143	2.8%	593	2.8%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	0	0.0%	4	0.0%	9	0.2%	13	0.1%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	149	1.8%	0	0.0%	149	0.7%
Staff	408	5.5%	725	8.6%	471	9.4%	1604	7.7%
Walking books	84	1.1%	70	0.8%	0	0.0%	154	0.7%
YA 12-17	15	0.2%	12	0.1%	23	0.5%	50	4.0%
YA-AV	180	2.4%	306	3.6%	353	7.0%	839	4.0%
Total	7393		8445		5027		20865	
All items borrowed by nonresidents	170	2.3%	454	5.4%	152	3.0%	776	3.7%

2014 Salary Ordinance

<u>Employee:</u>	<u>Classification</u>	<u>Date - Wage Increase</u>	<u>Hrs/ Week</u>	<u>Hourly Rate</u>	<u>Proposed Annual Gross Salary</u>
Amalong, Rebecca	TS Librarian - R	1/1	40	\$21.76	\$45,260.80
Barko, Donna	HR Spec 3 - R	1/1, 5/1	32	\$15.39/15.85	\$26,124.16
Beedle, Marlene	Spec 1 - D	1/1	32	\$19.08	\$31,749.12
Birchett, Brandi	Clerk-D	1/1	12	9.97	\$6,221.28
Bristol, Evie	YS Spec 3 - D	1/1	35	\$17.67	\$32,159.40
Bryant, Marina	Page-R	1/1	10	\$7.85	\$4,082.00
Bryant, Ralph	Janitor- R	1/1, 12/16	15	\$11.42/11.76	\$8,917.80
Caggiano, Taitum	Page- D	1/1, 2/16, 8/16	10	\$7.35/\$7.45/\$7.55	\$3,886.00
Capehart, Rebecca	Clerk-R	1/1	12	\$10.02	\$6,252.48
Carr, Renee	Spec 1 - D	1/1	10	\$19.80	\$10,296.00
Cavinder, Rachael	YS Spec 3 - W	1/1	35	\$18.69	\$34,015.80
DeJong, Derek	Janitor-R	1/1	15	\$12.70	\$9,906.00
DeVries, Carolyn	Asst 2 - W	1/1	28	\$12.50	\$18,200.00
Del Vecchio, Yvonne	Asst 2 - D	1/1	32	\$12.56	\$20,899.84
Delger, Kim	Asst 2 - D	1/1	32	\$13.67	\$22,746.88
Dittrich, Jordon	Page- W	1/1, 2/16, 8/16	9	\$7.35/\$7.45/\$7.55	\$3,497.40
Duran, Emily	Spec 1 - R	1/1	40	\$17.13	\$35,630.40
Edelman, Rebekah	Clerk-R	1/1	12	\$10.02	\$6,252.48
Eenigenburg, Patricia	Clerk-D	1/1	17	\$9.97	\$8,813.48
Gilmore, Rayann	Bus. Mgr - R	1/1	40	\$17.23	\$35,838.40
Guritz, Carlie	Page- W	1/1, 1/16	10	\$7.45/7.55	\$3,924.00
Hausenfleck, Karla	Asst 2 - D	1/1	35	\$12.32	\$22,422.40
Havens, Denise	Clerk-D	1/1	24	\$12.00	\$14,976.00
Hickman, Victoria	Page-R	1/1	10	\$7.55	\$3,926.00
Hromada, William	Janitor-D/Courier	1/1	20	11.94	\$12,417.60
Hunter, Kimberly	Page- R	1/1, 6/1	10	\$7.75/7.85	\$4,060.00
Jones, Jamie	YS Lib 1- R	1/1, 3/16	35	\$16.33/16.82	\$30,423.75
Jones, Margaret	Janitor - W	1/1	13	\$12.24	\$8,274.24
Kooy, Diana	Lib 1 - W	1/1	40	\$23.54	\$48,963.20
Kristoff, Deborah	Asst 2- R	1/1, 4/1	40	\$12.14/12.50	\$25,812.80
Kuhn, Rachel	Spec 1- R	1/1, 5/16	35	\$12.47/12.84	\$23,109.80
Lambert, Jean	Asst 1- R	1/1	20	\$11.23	\$11,679.20
Lambert, Jean	Janitor - D	1/1	20	\$12.64	\$13,145.60
Lane, Cori	Page- R	1/1, 2/16, 8/16	10	\$7.35/\$7.45/\$7.55	\$3,886.00
Lilly, Annette	Clerk-R	1/1	17.5	\$10.59	\$9,636.90
Little, James	Maintenance-W	1/1	3	\$12.94	\$2,018.64
Luke, Todd	Maintenance-R/D	1/1	6	\$12.94	\$4,037.28
Maxwell, Sheila	Sys Adm - R	1/1	40	\$28.98	\$60,278.40
Molenaar, Mary	Spec. 1 - R	1/1	40	\$14.46	\$30,076.80
Opolski, Diane	Asst 2 - W	1/1	32	\$17.27	\$28,737.28
Phillips, Nancy	Asst 2 - R	1/1	35	\$13.39	\$24,369.80
Poortenga, Linda	Lib 3 - R	1/1	40	\$24.43	\$50,814.40
Postma, Benjamin	Clerk- D	1/1, 7/1	12	\$9.87/9.97	\$6,190.08
Salyer, Beth	Clerk-R	1/1	17.5	\$13.25	\$12,057.50
Sanders, Christina	Janitor-W	1/1	13	\$11.94	\$8,071.44
Smith, Cynthia	Clerk - R	1/1	29	\$10.50	\$15,834.00
Smith, Melissa	Asst 2 - R	1/1	40	\$12.50	\$26,000.00
Speacht, Nanette	Asst 2 - W	1/1	32	\$14.55	\$24,211.20
Strauch, Susan	Clerk- W	1/1, 3/16, 6/16, 12/16	14	\$9.67/9.77/9.87/9.97	\$7,139.16
Stringfellow, Patty	Director - R	1/1	40	\$30.61	\$63,668.80
Tachtiris, Jill	Ref Spec 3 - D	1/1	40	\$20.09	\$41,787.20
Thompson, Brenda	Lib 3 - D	1/1	40	\$24.06	\$50,044.80
Thompson, Linda	Asst 2 - W	1/1	32	\$15.91	\$26,474.24
Widner, Melissa	Spec 3 - R	1/1	40	\$16.87	\$35,089.60
Woods, Margaret	Spec 3 - R	1/1	40	\$19.92	\$41,433.60
Wrezinski, Kaitlyn	Page- W	1/1, 3/16	9	\$7.45/7.55	\$3,523.50
Wright, Diana	Clerk-W	1/1	14	\$10.12	\$7,367.36
Wynkoop, Dorene	Clerk-W	1/1	14	\$10.83	\$7,884.24
Zandstra, Donna	Clerk-W	1/1	14	\$10.12	\$7,367.36
New Page	Page- D	1/1, 4/1, 7/1	10	\$7.25/7.35/7.45	\$3,835.00
TOTAL			1,454		\$1,195,718.89

We have examined and approved the year 2014 Jasper County Public Library Salary Ordinance dated January 13, 2014.

<i>Mari Anne Salyer</i>	<i>Deana L. George</i>	
<i>Natalie A. Ulling</i>	<i>John Miller</i>	
<i>Janet Stimpert</i>	<i>Timothy H. Schuck</i>	

Director's Financial Report 2013

The library began the year with \$2,678,218.48 for all funds.

2013 began with \$591,983.31 in the Operating Fund. After purchasing shingles this year for the Rensselaer Re-Roof Project and receipting in slightly less Property Tax revenue for the Operating Fund than last year due to more tax revenue going to the BIRF Fund, we ended with a balance of \$540,945.63. We were still able to transfer \$35,000 to LIRF for future projects, while only spending 91.1% of our Operating Budget.

Property tax revenues were 102% of the anticipated amount. License Excise tax was up again in 2013 at 118%. CVET (Commercial Vehicle Excise Tax) was slightly over what was expected but Financial Institution Tax was under by 1.5%. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) came in as expected.

The IN State Library electronically transferred \$10,361 into JCPL's bank account for the State Technology Fund Grant (7/1/13-6/30/14). This will pay for about 59% of our Internet connections. The amount that the Library receives from the State Library gets a little smaller every year, possibly due to more libraries taking advantage of the opportunity, and the cost of internet service keeps going up.

We received \$30,082.00 in 2013 that was designated for Levy Excess Fund.

We have \$1,320,000 principal and \$143,552.50 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

The board approved the transfer of \$35,000 from the 2013 Operating Fund into LIRF in December giving us a reserve of \$309,690.79. We spent \$21,150.00 from LIRF to pay for new air compressors at the DeMotte Library and for hook-up to the town water also at the DeMotte Library.

Capital Projects Fund earned \$11,139.72 primarily from interest on CDs. We have a balance of \$1,262,319.88.

Our sweep account at Alliance Bank interest rate ranged from .15% to .10%. We redeemed 3 CDs during the year at an interest rate of .90%. We were able to re-invest \$1,225,000 of CPF and \$275,000 of Rainy Day funds at .58% for another year. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2013, leaving us with a healthy balance going into 2014. We will continue to watch spending in the new year. We believe that overall the financial picture for 2014 will be positive.

Accounting Practices for 2014

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 13th day of January, 2014.

NAY

AYE

Mari Anne Layler
Natalie A. Wbling
Paul Ambrus
Deana F. George
Timothy S. Hunt
Jody Mott

ATTEST:

Deana F. George
Secretary of Appropriating Body

R15

LAW OFFICES
DUMAS, WEIST & MAHNESMITH

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET

RENSSELAER, INDIANA

47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

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August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

**Jasper County Public Library
Long Range Plan 2010-2014**

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Introduction

In order to fulfill our mission, we must first consider where we are and then consider where we are going. For the past two years we have pondered those very questions and drafted this, our Long Range Plan 2010-2014, which will be our road map for the next five years.

Public libraries today are facing challenges on many fronts. As we consider our diverse community and the data we collected in our User/Non User Survey in 2008 and our Staff Survey in 2009, our areas of focus for the next five years will be:

- our staff
- marketing
- our facilities
- library products/services/programs

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

Our Role

- The Library provides easy access to:

Books

Audio Books/Playaways/Ebooks

Magazines

Computer Software

Newspapers

Research Materials

CDs

Wired & Wireless Internet

VHS/DVDs/BluRays

Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.

- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

(Adopted 1/17/95; revised 9/11)

I. Annual Budget (2014):

Operating \$2,436,838; Debt Service Fund \$323,010; and Library Improvement Reserve Fund \$25,271

II. Facilities

Jasper County Public Library serves all of Jasper County, Indiana except for Carpenter Township and Remington, with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield.

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,783,907. Estimated current value of the DeMotte Library is \$3,495,448 (includes building, contents, outside structures). The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,073,695. All three buildings are in good condition. The library district does not own any real estate other than described above.

III. Services/ Public Programming

Registered card holders may check out numerous items from our libraries: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational DVDs. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,200 items per year from other libraries across the country through interlibrary loan.

The libraries offer a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, and tax assistance for low income persons.

IV. Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myicpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention.

In addition, a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-

on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

V. Operations:

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Goals/Objectives

Topic Statement 1: The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.

Goal/Objective 1: The Library will ensure that staff knows they are the backbone of the library's mission, that they are appreciated, and that their input is considered.

- Library Administration will evaluate benefits for part time employees in 2010.
- Bi-annually the Library Director will review salaries and benefits of area libraries, schools and agencies to ensure salaries and benefits are competitive, beginning in 2011.
- In 2010 the Management Team will determine a means to recognize employees for their contributions and personal achievements.
- Beginning in 2010 Supervisors will seek staff input at monthly staff meetings, and via other alternative means.
- Beginning in 2010 Supervisors will ensure that all staff are in the communication loop, placing special emphasis on library pages and janitorial/maintenance staff.
- As an ongoing activity Supervisors will ensure that all staff members are knowledgeable about library policies and procedures and where such can be found (i.e. binders, library intranet).
- In 2011 Library Administration will evaluate our employee evaluation tool to ensure that it is a tool that provides effective performance feedback and garners employee feedback.
- As an ongoing activity Supervisors will provide adequate and supportive training for new staff members to ensure they reach a minimum level of competency for their position.
- In 2010 the Librarians' Council will investigate the implementation of a circulation trainer in each public service department.

- Managing Librarians will conduct a workload assessment to determine appropriate staffing needs on an annual basis and make a report to the Director in May of each year.
- Beginning in 2010 all staff will work to ensure staff support of decisions.
- Annually in January the Librarians' Council will evaluate staff committees and realign as needed.

Goal/Objective 2: The Library will provide opportunities for professional growth and will encourage staff participation.

- By December 2010, at the direction of their Supervisor, each staff member will create step by step procedures for their specific work tasks and post on the shared drive, updating annually.
- By December 2011, Supervisors will cross train staff members to enable the library to run more smoothly during vacations and leaves and during high traffic times.
- As an ongoing activity Supervisors will ensure that their staff is trained to ensure a basic understanding of technology needed for their own work and to assist patrons.
- As an ongoing activity, the Management Team will coordinate a staff development day to offer training and networking for staff on an annual basis.
- Library Director/Board will budget monies annually for continuing education activities.
- Supervisors will identify staff training needs on an annual basis and assist in locating appropriate training mechanisms.
- All staff, except for janitors and pages, will be encouraged to attend one training activity annually.
- The Management Team, in conjunction with the Training Committee, will seek out a variety of formats and various venues for training and networking opportunities for themselves and those they supervise on an annual basis.
- In 2010 the Grants Committee will investigate means to supplement the library's continuing education budget, with special emphasis on coursework required for children's specialists.
- Supervisors, in conjunction with the Training Committee, will annually seek out training for appropriate library staff in areas such as customer service, time management, publicity and marketing, Spanish, library resources and computer skills.
- By 2012 the Training Committee will develop and implement a training program for all new staff. The training program will also be available as a refresher for existing staff as needed.

- In 2010 the Management Team will investigate means to ensure adequate staffing, to allow staff to attend continuing education opportunities as required.
- Staff, who is required by Indiana law to earn LEUs, will annually acquire at least 1/5 of the total LEUs required in a five year period for their classification.
- In 2010 the Librarians' Council will investigate a way to introduce Lean Principles to staff.

Topic Statement 2: The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.

Goal/Objective 1: The Library will become more visible and be recognized as the go-to source for information, recreation, and personal enrichment.

- As an ongoing activity Library Staff will promote library services to local groups, organizations, businesses and schools, through various means throughout the year.
- Staff responsible for programming will develop outreach programs throughout the year to ensure that members of the community are aware of library resources and services.
- By the beginning of 2012 the Marketing Committee will investigate a method for developing a practical marketing plan and develop one.
- In 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand.
- The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the library's website as a 24/7 branch.
- In 2010 the Marketing Committee will investigate ways to contact new residents to promote library services, programs and collections.
- Managing Librarians will annually evaluate library signage on property and within the community.
- As an ongoing activity the Marketing Committee, Publicity Specialist, and Public Service Staff will utilize existing community mechanisms for marketing, i.e. bank marquee, radio, grocery store bulletin boards, newspaper, cable TV channel, etc.
- By the end of 2010 the Marketing Committee in conjunction with Library Administration will evaluate/revise and re-distribute the brochure that explains how to give or leave money to the Library Fund at the Jasper Foundation.
- Managing Librarians will evaluate library location maps for accuracy and revise as needed.

- As an ongoing measure in March 2010, 2012, and 2014, the Management Team will create and implement a bi-annual user/non-user survey to assess levels of satisfaction with materials, services, programs, and hours of operation.
- Supervisors will encourage staff participation in and collaboration with community organizations and activities as scheduling will allow.
- The Management Team in conjunction with the Marketing Committee will review and revise all promotional materials annually in March.
- In 2011 the Management Team will investigate an electronic mechanism to create/distribute library newsletter.
- The Management Team will identify annually in April segments of the population which may be underserved in regard to library services (due to their lack of knowledge of what's available) and determine whether they have needs the library could meet and how they could be met.
- The Management Team will actively participate in all pertinent state/local planning for the future of Public Libraries in the state of Indiana on an annual basis.

Topic Statement 3: The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.

Goal/Objective 1: The Library will strive to provide a safe and secure environment for staff and library patrons.

- Managing Librarians will test emergency exits annually in April.
- In 2012 the Grants Committee will identify and recommend a funding source for implementing emergency lighting inside the Rensselaer and DeMotte buildings.
- As an ongoing activity the Management Team in conjunction with the Training Committee will ensure that staff is trained in how to handle themselves when encountering a difficult patron or situation and to be aware of not only their own environment but also that of the patrons.
- Managing Librarians will ensure that staff are trained annually in April on building emergency procedures including fire, tornado, and shut off of water and electricity.
- In 2011 Managing Librarians will facilitate labeling of interior room doors for ease of navigation.
- In 2010 The Director, in collaboration with Managing Librarians, will investigate security camera systems and implement in 2011 as budget will allow.
- As an ongoing activity Supervisors will ensure that staff are trained and empowered to manage patron behavior matters and have the ability to consistently enforce guidelines and consequences for patron behavior.
- The Librarians' Council will investigate the necessity for and method for implementation of regular canine building searches in 2011.

Goal/Objective 2: The Library will maintain optimal building maintenance for longevity and appearance and manage the current facilities' resources and space in the best possible manner.

- Managing Librarians, in conjunction with Maintenance staff, will assess the interior and the exterior of their buildings, grounds and lighting, and make written quarterly (March, July, September, December) reports to the director with an end goal of being proactive with necessary repairs.
- By the end of 2010, the Director, in conjunction with Managing Librarians, will facilitate the development of attractive, manageable and affordable landscape schemes for all libraries and make a recommendation to the Board.
- In 2010 the Librarians' Council will evaluate condition of interior spaces (such as countertops, plumbing fixtures, window treatments, etc.), and Director will make a recommendation to the Board in regards to necessary improvements and a potential timeline.
- In 2011 the Director and Department Heads will facilitate the cleaning up/tidying up and improved functionality of interior spaces for optimal efficiency, seeking professional guidance regarding functionality of staff office/workroom space at DeMotte and Rensselaer and making adjustments as budget will allow.
- The Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available.
- Beginning in 2010 all departments will investigate and implement Go Green initiatives and encourage sustainability.
- In 2013, the Director, in conjunction with Managing Librarians will determine a method for acoustical testing and conduct testing as budget will allow, recommending any necessary modifications to the Board to address noise levels in public and staff areas.
- In 2010, the Director will investigate the feasibility of hiring a Facilities Manager.
- In 2012 Managing Librarians will investigate the need for implementation of an outdoor staff space.
- In 2010 the Director will investigate costs associated with adding additional parking spaces on the east and west sides of the Rensselaer Library and make a recommendation to the Board in regards to implementation.
- In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility.

Topic Statement 4: The Library will provide and expand products, services, and programs to meet the needs of the community.

Goal/Objective 1: Library users will find print and non-print collections that engage personal interest and reflect current trends.

- Materials selectors will continue to read journals and seek other sources to stay abreast of trends and public interest, utilizing the Publisher's Weekly Best Seller List as an ordering tool.
- Appropriate staff will annually evaluate the print and non-print collection to ensure a balanced collection that is relevant to the community.
- As a part of collection maintenance, at the direction of Managing Librarians staff will annually engage in de-selection activities, utilizing the Crew Method.
- The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board.

Goal/Objective 2: The Library will evaluate its website and social network components and consider future direction and growth for this department.

- The Management Team, in conjunction with the Web Master and Homepage Committee, will annually evaluate and implement the use of social network sites, changing sites as dictated by user need.
- The Management Team, in conjunction with the Web Master and Homepage Committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- The Webmaster will maintain the website as a 24/7 department of the library.
- The Homepage Committee, in conjunction with the Management Team, will conduct a web survey bi-annually.
- In June the Web Master will make an annual report to the Board on the status of the website and objectives for the coming year.

Goal/Objective 3: Children, teens, and adults will discover programs and activities that provide quality, recreational experiences and support their interests in popular culture, current events, and lifelong learning.

- Appropriate staff will expand or create relevant, helpful, and entertaining programs for all age groups in our communities on an annual basis.
- As an ongoing activity staff will regularly participate in lifelong learning and literacy initiatives as resources allow.

- The Management Team will ensure that the library's bi-annual survey will assess community satisfaction with library programs and solicit feedback as to desired program topics.
- As an ongoing activity programming staff will stay abreast of popular culture and current events to ensure interesting and relevant programming.

Goal/Objective 4: The Library will investigate and implement current technology relevant to the library to ensure that patrons can access what they need quickly and conveniently.

- The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries.
- The New Technologies Committee will monitor emerging technologies and practices and make recommendations in August to the Management Team as to resources and services most needed in the community.
- The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and each other.
- The Management Team will investigate the need for and the feasibility of adding cable/satellite access at each library and make a recommendation to the Board by December 2012.
- The Librarians' Council will continue to monitor the effectiveness of our automated system.
- In 2010 the Technical Services Librarian, in collaboration with the Management Team, will implement a more user-friendly PAC.
- The Director and Systems Administrator, in collaboration with the Management Team, will review and update the library Technology Plan annually.

Goal/Objective 5: The Library will evaluate genealogy and local history resources and consider future direction and growth for this service.

- By the end of 2011 Genealogy/local history staff will determine a scope for collection development in the area of local history/genealogy that corresponds to community needs.
- Beginning in 2011 Genealogy/Local History Staff will partner with local historical groups in their community to stay abreast of local history matters, avoid redundancy of services, and develop programs of mutual interest, as staffing will allow.
- In 2010 Genealogy/local history staff will determine local history collections to be digitized and proceed with digitization as time and money will allow.

- The Grants Committee will identify a funding source to purchase companion scanners for the ST200 digital microfilm machines located at the DeMotte and Rensselaer Libraries by the end of 2012.
- As an ongoing activity Genealogy/local history staff will ensure that genealogy and local history collections are secure and well maintained.
- As an ongoing activity Genealogy/Local History Staff will investigate new resource sharing opportunities and implement as feasible.

Adopted November 2009; reviewed and revised 1/14

January 13, 2014

I think This a copy original in red binder

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
4.4 Furniture & Equipment	<u>\$ 3313.29</u>	4.53 Nonprinted Materials	<u>\$ 3313.29</u>

TOTAL Added \$ 3313.29

TOTAL Reduced \$ 3313.29

Jody Mett
AYE
MariAnne Layles
Natalie A. Wabeng
Janet Wabeng
Deana D. George
Timothy H. Schultz
ATTEST:

NAY

Deana D. George
Secretary, Jasper Co. Public Library Board

Director's Report December 2013

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2013 Director's Financial Report.

A list of Outstanding Checks has been provided as information. Please see F2.2. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has three outstanding checks that are listed on page F2.2. The list of checks includes a utility bill and two patron refunds. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2014 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2014.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 13.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2014 Salary Ordinance: Please refer to R 7. The 2014 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase as approved at the December 2013 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1 1/2% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2014 Salary Ordinance.**

Oath of Office – Natalie Waling: Natalie has been reappointed to our board by the County Council for another four year term. She will take her oath of office at the January meeting.

Oath of Office - Assistant Treasurer: Tim Schultz will take his oath as Assistant Treasurer. Janelle Harper is unable to attend our January meeting so will take her oath as Treasurer next month.

Appropriation Transfer: While reviewing year end transfers we realized that due to a default setting the accounting computer had incorrectly charged one of our claims to the Capital Projects Fund (a fund we no longer use) instead of the Operating Fund. We can correct this error at our January meeting with an appropriation transfer effective December 31, 2013. A board vote is required.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 15. For the past three years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

I spent the last month of the year presenting year-end reviews to managers and preparing for 2014. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

We started off the year with a weather bang as the Polar Vortex descended upon us. Our libraries were closed for two and a half days due to weather and road conditions. We faced temperatures that I have never seen in my 19 years in Jasper County. We experienced broken water pipes at Renssear Library and are currently closed to the public.

System Administrator News

Sheila participated in a TechSoup/Edge Webinar on the Technology Impact Survey which may be a useful tool for us to survey our community about how we meet technology needs. This is timely as we are due to survey our community with a User/Non-User Survey this year. We replaced our Astaro box with a loaner

holiday scene in a jar which was a lovely project researched and planned by Carolynn. The Friends of the library made just over \$500 on their holiday bake sale in spite of the mid-December snow storm that hit the night before the event was scheduled. Those who did attend were generous with their purchases. In 2014 staff will take turns creating displays in the lobby display cases which will provide a fresh look and a variety of subject matter. First display will feature cozy mysteries involving crochet, knitting, and needlework.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
December 31, 2013

	<u>Beginning 2013 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$591,983.31	\$251,102.25	\$2,191,498.33	\$330,418.35	\$2,140,367.42	\$540,852.40
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$100.00	\$50.00
Gift Fund	\$9,202.35	\$1,352.75	\$12,807.75	\$0.00	\$14,066.06	\$10,460.66
DeMotte	\$2,130.22	\$637.25	\$3,444.23	\$0.00	\$3,948.30	\$2,634.29
Rensselaer	\$4,970.25	\$428.71	\$6,098.21	\$0.00	\$6,566.20	\$5,438.24
Wheatfield	\$2,101.88	\$286.79	\$3,265.31	\$0.00	\$3,551.56	\$2,388.13
Library Improvement Reserve Fund	\$295,486.61	\$4,730.00	\$21,150.00	\$35,022.20	\$35,354.18	\$309,690.79
Bond & Interest Redemption Fund	\$192,301.65	\$0.00	\$321,089.00	\$61,304.99	\$303,081.30	\$174,293.95
 Rainy Day Fund	 \$304,829.02	 \$0.00	 \$0.00	 \$0.00	 \$2,486.13	 \$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$11,472.00	\$0.00	\$11,472.00	\$10,361.00	\$10,361.00	\$10,361.00
Capital Projects Fund	\$1,251,180.16	\$0.00	\$0.00	\$2.96	\$11,139.72	\$1,262,319.88
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,295.30	\$0.00	\$15,295.30	\$0.00	\$30,082.00	\$30,082.00
Sales Tax	\$71.40	\$0.00	\$72.28	\$3.98	\$127.51	\$126.63
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$92.02	\$0.00	\$92.02	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,150.98	\$94,093.50	\$7,150.98	\$94,093.50	\$0.00
FICA Tax Collected	\$0.00	\$6,806.35	\$85,351.42	\$6,806.35	\$85,351.42	\$0.00
State Tax Collected	\$3,474.60	\$3,341.47	\$39,808.54	\$3,131.96	\$39,465.85	\$3,131.91
County Tax Collected	\$2,652.08	\$2,585.78	\$31,353.40	\$2,403.45	\$31,104.82	\$2,403.50
Deferred Comp.	\$0.00	\$3,072.47	\$36,746.40	\$3,072.40	\$36,746.40	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,667.46	\$41,388.72	\$3,668.10	\$41,383.00	(\$5.72)
Employee Life Insur.	\$0.00	\$202.80	\$1,947.08	\$197.76	\$1,946.72	(\$0.36)
Employee INPRS	\$0.00	\$2,700.43	\$32,837.90	\$2,700.38	\$32,837.90	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,678,218.48	\$286,712.74	\$2,937,053.64	\$466,244.86	\$2,910,186.95	\$2,651,351.79

Bank Balances**Jasper County Public Library****Report as of: 12/31/13**

Bank		
1	Alliance Bank	\$1,134,931.75
2	Demotte State Bank	\$7,872.77
4	PNC Bank	\$8,277.27
5	Cash On Hand	\$270.00
6	Kentland Bank CD#400043192	\$0.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
9	Kentland Bank CD#400043306	\$0.00
10	Kentland Bank CD#400043193	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
Total all banks =		\$2,651,351.79

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/18/14	400043546	Kentland Bank	12 mon	\$ 725,000.00	0.580%	CPF	6/18/13		
6/18/14	400043547	Kentland Bank	12 mon	\$ 275,000.00	0.580%	Rainy Day	6/18/13		
8/14/14	400043559	Kentland Bank	12 mon	\$ 500,000.00	0.580%	CPF	8/14/13		

CLOSED INVESTMENTS:

6/14/13	400043192	Kentland Bank	12 mon	\$ 725,000.00	0.90%	CPF	6/14/12	6554.37	
6/14/13	400043193	Kentland Bank	12 mon	\$ 275,000.00	0.90%	Rainy Day	6/14/12	2486.13	
8/10/13	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/12	4520.25	

TOTAL INTEREST EARNED:

\$13,560.75

List of 2yr old checks to be Voided
January 13, 2014

F2.2

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

1/10/2011	Ck#30118	\$2,066.47	Operating Fund
8/8/2011	Ck#30617	\$6.99	Operating Fund
9/12/2011	Ck#306.92	\$3.90	Operating Fund

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 12/1/13 To 12/31/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$61,818.00	\$0.00	\$61,818.00	\$5,151.46	\$61,742.12	\$75.88	99.9
1.12 SALARY OF ASSISTANTS	\$1,044,764.00	\$0.00	\$1,044,764.00	\$83,040.44	\$1,033,576.81	\$11,187.19	98.9
1.13 WAGES OF JANITORS	\$67,047.00	\$0.00	\$67,047.00	\$4,188.47	\$60,532.35	\$6,514.65	90.3
1.21 EMPLOYER'S SHARE-FICA	\$89,783.00	\$0.00	\$89,783.00	\$6,806.35	\$85,351.09	\$4,431.91	95.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,329.00	\$0.00	\$3,329.00	\$0.00	\$3,241.69	\$87.31	97.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$89,783.00	\$0.00	\$89,783.00	\$7,186.61	\$89,258.95	\$524.05	99.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$112,764.00	\$0.00	\$112,764.00	\$9,242.25	\$107,504.17	\$5,259.83	95.3
Subtotal	\$1,469,288.00		\$1,469,288.00	\$115,615.58	\$1,441,207.18	\$28,080.82	98.1
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$149.67	\$149.67	\$450.33	24.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$5.97	\$444.03	1.3
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$547.90	\$5,981.04	\$2,018.96	74.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$360.91	\$4,852.54	\$1,647.46	74.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,139.32	\$6,162.02	\$1,837.98	77.0
2.31 BUILDING MATERIALS & SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$3.79	\$2,496.21	0.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$90.74	\$109.26	45.4
2.33 REPAIR PARTS	\$3,000.00	\$0.00	\$3,000.00	\$83.89	\$1,024.41	\$1,975.59	34.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$14,790.00	\$0.00	\$14,790.00	\$1,525.98	\$10,778.63	\$4,011.37	72.9
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$44,090.00		\$44,090.00	\$3,807.67	\$29,048.81	\$15,041.19	65.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$732.25	\$3,880.75	\$1,119.25	77.6
3.14 OTHER PROFESSIONAL SERVICES	\$13,000.00	\$303.57	\$13,303.57	\$121.79	\$13,303.57	\$0.00	100.0
3.145 DATABASES & LICENSING SERVICES	\$20,795.00	\$2,740.75	\$23,535.75	\$284.28	\$23,535.75	\$0.00	100.0
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$6,690.00	\$9,690.00	\$2,610.00	78.8
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$156.96	\$2,329.65	\$1,870.35	55.5
3.22 POSTAGE	\$3,200.00	\$0.00	\$3,200.00	\$14.00	\$2,064.82	\$1,135.18	64.5
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,410.18	\$17,578.96	\$2,421.04	87.9
3.24 PROFESSIONAL MEETINGS	\$7,000.00	\$0.00	\$7,000.00	\$145.21	\$6,334.12	\$665.88	90.5
3.25 FREIGHT	\$1,500.00	\$532.98	\$2,032.98	\$208.99	\$2,032.98	\$0.00	100.0
3.26 NETWORKING	\$59,540.00	\$0.00	\$59,540.00	\$1,461.00	\$6,033.87	\$53,506.13	10.1
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$344.41	\$455.59	43.1
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$431.63	\$1,483.19	\$16.81	98.9
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$27,259.18	\$240.82	99.1
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,694.60	\$17,391.54	\$12,608.46	58.0
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$8,286.74	\$80,711.54	\$4,288.46	95.0
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$159.59	\$1,676.14	\$323.86	83.8
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$447.60	\$5,292.92	\$407.08	92.9
3.61 BUILDING & STRUCTURES	\$58,920.00	\$21,745.14	\$80,665.14	\$34,080.00	\$80,665.14	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$725.17	\$154.83	82.4
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$99.95	\$614.40	\$35.60	94.5
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$36.00	\$512.50	\$2,287.50	18.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$24.44	\$349.44	\$0.00	\$349.44	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$120,000.00	(\$25,346.88)	\$94,653.12	\$35,000.00	\$35,000.00	\$59,653.12	37.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$200.46	\$700.46	\$0.00	\$267.07	\$433.39	38.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$106,745.00	\$0.00	\$106,745.00	\$9,062.44	\$97,969.70	\$8,775.30	91.8
Subtotal	\$590,225.00	\$200.46	\$590,425.46	\$101,523.21	\$437,246.81	\$153,178.65	74.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,255.00	\$4,410.08	\$43,665.08	\$4,446.55	\$43,665.08	\$0.00	100.0
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$18,569.92	\$139,977.54	\$10,022.46	93.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	(\$1,096.79)	\$23,903.21	\$672.84	\$21,319.14	\$2,584.07	89.2
4.53 NONPRINTED MATERIALS	\$56,913.00	(\$3,313.29)	\$53,599.71	\$6,466.48	\$51,445.52	\$2,154.19	96.0
Subtotal	\$271,168.00	\$0.00	\$271,168.00	\$30,155.79	\$256,407.28	\$14,760.72	94.6
Grand Total	\$2,374,771.00	\$200.46	\$2,374,971.46	\$251,102.25	\$2,163,910.08	\$211,061.38	91.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**130 LIRF FUND****Jasper County Public Library****Report Date: From 12/1/13 To 12/31/13**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	(\$9,790.00)	\$210.00	\$0.00	\$0.00	\$210.00	0.0
3.61 BUILDING & STRUCTURES	\$11,360.00	\$9,790.00	\$21,150.00	\$4,730.00	\$21,150.00	\$0.00	100.0
Subtotal	\$21,360.00	\$0.00	\$21,360.00	\$4,730.00	\$21,150.00	\$210.00	99.0
Grand Total	\$21,360.00	\$0.00	\$21,360.00	\$4,730.00	\$21,150.00	\$210.00	99.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/27/13	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$303.57	Transfer per Board Mtg Approval 12/27/13
12/27/13	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$2,740.75	Transfer per Board Mtg Approval 12/27/13
12/27/13	100 OPERATING FUND	3.25 FREIGHT	\$532.98	Transfer per Board Mtg Approval 12/27/13
12/27/13	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$21,745.14	Transfer per Board Mtg Approval 12/27/13
12/27/13	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$24.44	Transfer per Board Mtg Approval 12/27/13
12/27/13	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$25,346.88)	Transfer per Board Mtg Approval 12/27/13
2/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$9.95	Refund on Lost Bk Pd 1/18/13 & Found - A/P#75
3/11/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.60	Refund on Lost Bk Pd 1/29/13& Found - A/P#197
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Refund on Lost Bk Pd 2/4/13 & Found - A/P#263
4/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund on Lost Bk Pd 2/21/13 & Found - A/P#279
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$31.95	Refund on Lost Bk Pd 5/1/13 & Found - A/P#450
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Refund on Lost Bk Pd 4/9/13 & Found - A/P#457
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.95	Refund on Lost Bk Pd 5/20/13 & Found - A/P#492
6/10/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.99	Refund on Lost Bk Pd 5/25/13 & Found - A/P#505
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$2.15	Refund on Lost Bk overpaid 6/3/13 - A/P#562
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.99	Refund on Lost Bk Pd 5/4/13 & Found - A/P#548
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.98	Refund on Lost Bk Pd 6/18/13 & Found - A/P#561
7/8/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$19.99	Refund on Lost Bk Pd 3/6/13 & Found - A/P#527
9/9/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on Lost Bk Pd 7/5/13 & Found - A/P#748
9/9/13	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on Lost Bk Pd 7/8/13 & Found - A/P#735
12/27/13	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,096.79	Transfer per Board Mtg Approval 12/27/13
12/31/13	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,313.29	Transfer per Board Mtg Approval 1/13/14
12/27/13	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	(\$1,096.79)	Transfer per Board Mtg Approval 12/27/13
12/31/13	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	(\$3,313.29)	Transfer per Board Mtg Approval 1/13/14
12/27/13	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	(\$9,790.00)	Transfer per Board Mtg Approval 12/27/13
12/27/13	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$9,790.00	Transfer per Board Mtg Approval 12/27/13

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<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
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Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$200.46
130	\$0.00

Voucher List
Jasper County Public Library

Report Date: From 12/1/13 To 12/31/13

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32648	950	AARON'S LAWN CARE	12/9/13	Mowing, Snow plow, Fall Cleanup 11/5-11/27/13	\$850.00
32649	951	ACE HARDWARE	12/9/13	Exterior bulbs, hex key, toilet repair parts	\$75.79
32650	952	ALLIED WASTE SERVICES #71	12/9/13	Wh: Trash Service- December	\$57.38
32651	953	ANTHEM BLUE CROSS BLUE	12/9/13	Health premiums December, 18 employees	\$11,696.65
32652	954	ANTHEM LIFE	12/9/13	Life Insurance premiums, December	\$99.54
32653	955	AUDIOCRAFT PUBLISHING, IN	12/9/13	Books	\$7.88
32654	956	BAKER & TAYLOR	12/9/13	Books, Continuations, AV, Auto. Yours	\$13,691.32
32655	957	BIERMA HARDWARE, INC.	12/9/13	Paint Remover	\$11.99
32656	958	BLUETARP FINANCIAL, INC	12/9/13	Flood light, padlock, eye bolt, screws, fibre roof coat	\$29.50
32657	959	BRENDA THOMPSON	12/9/13	Mileage 10/17-11/22/13: Management Meetings, Evaluation, B2B	\$89.84
32658	960	BRIAN ORBAN	12/9/13	Wh: Winterize sprinkler system, repair backflow preventer	\$455.00
32659	961	BUSINESS CARD	12/9/13	Calendars, Bookkeeping Workshop expenses, vacuum filters, adult supplies, B2B expenses, Staff Christmas Party expenses, book	\$439.87
32660	962	CAROLYNN DeVRIES	12/9/13	Mileage 10/28/13: Cover Demotte Party; Teen Book Discussion supplies	\$22.83
32661	963	CULLIGAN WATER CONDITIO	12/9/13	Wh: Water Cooler Rental- December 2013	\$9.95
32662	964	D & S COMPUTER SERVICES	12/9/13	Hosting 4th quarter 2013	\$120.00
32663	965	DAVIS WATER SERVICES, INC	12/9/13	Dem: Tanin Unit Rental- Jul, Aug, Sept 2013; Solar & Rust Buster salt	\$243.00
32664	966	DEMCO	12/9/13	Magazine covers, book cart, book repair glue, bookmarks, polyfit, tape, literature display, puppets, poster, labels, bags	\$977.06
32665	967	DONNA BARKO	12/9/13	Mileage 10/31-12/4/13: Bank deposits, post office, AVC User Group Meeting	\$126.79
32666	968	DUMAS & MAHNESMITH P.C.	12/9/13	Legal Assistance: Roof Project	\$306.25
32667	969	ENA SERVICES LLC	12/9/13	Internet service for November 2013	\$1,461.00
32668	970	ENGAGED PATRONS.ORG	12/9/13	Events Page Hosting Service 1/1/14-12/31/14	\$229.00
32669	971	ENCYCLOPAEDIA BRITANNIC	12/9/13	Books	\$469.00
32670	972	FAEGRE BAKER DANIELS LLP	12/9/13	Legal Assistance on personnel matters	\$426.00
32671	973	FINDAWAY WORLD, LLC	12/9/13	Playaways	\$1,559.85
32672	974	GALE/CENGAGE LEARNING	12/9/13	Books	\$74.88
32673	975	HAMSTRA BUILDERS, INC.	12/9/13	DeM: Hook-up to town water; install new water main, 1" backflow, excavation for water line, connect to existing water line in basement, core drill foundation for water line, disconnect water softener, reseed soil	\$4,730.00
32674	976	JAMES R. LITTLE	12/9/13	Faucets, wood putty	\$119.63
32675	977	JEAN LAMBERT	12/9/13	Mileage 8/30-11/14/13: Recycling, pickup cleaning supplies, pickup staff anniversary cake	\$15.43
32676	978	KAPCO	12/9/13	Easy bind white repair tape, book repair glue, easy hold magazine reinforcements	\$119.00
32677	979	KIRBY RISK CORPORATION	12/9/13	Lightbulbs	\$24.41
32678	980	KOLORTECH, INC.	12/9/13	Lightbulbs, fluorescent tubes, ballasts	\$439.96
32679	981	LEGAL DIRECTORIES PUBLIS	12/9/13	Continuations	\$67.75
32680	982	LINDA POORTENGA	12/9/13	Mileage 11/2-11/22/13: Bank deposit, Librarian's Council Meeting, B2B Meeting	\$59.55
32681	983	MARLENE BEEDLE	12/9/13	Mileage 11/21/13: Digitization Meeting	\$24.86
32682	984	MIDWEST TAPE	12/9/13	DVDs	\$56.22
32683	985	MOTION PICTURE LICENSING	12/9/13	Wh: Movie License 1/3/14-1/3/15	\$101.79

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32684	986	OFFICE DEPOT	12/9/13	Tape dispenser, tape, pressboard covers, calendars, step stool, card stock, rubberbands, colored copy paper, metallic markers, DVD folders, laminate	\$305.16
32685	987	OVERDRIVE	12/9/13	Ebook content for Consortium & Advantage accounts	\$6,690.00
32686	988	PATTY STRINGFELLOW	12/9/13	Mileage 11/6/13: Librarian's Council; Parking at AVC User Group meeting	\$48.94
32687	989	QUILL CORPORATION	12/9/13	Typewriter ribbons, file folder labels, toner cartridges, copy paper	\$384.65
32688	990	RAYANN GILMORE	12/9/13	Mileage 10/21-12/2/13: Fall Forum, bank deposits, post office, deliver Board packets, Bookkeeping Workshop	\$134.07
32689	991	REBECCA AMALONG	12/9/13	Mileage 11/12/13: B2B Awards Program	\$50.85
32690	992	RENSSELAER ROTARY CLUB	12/9/13	September & October dues and meals	\$108.00
32691	993	ROEING CORP.	12/9/13	Tech Maintenance Support - partial payment on 1st Installment 2014; APC replacement battery cartridge, Swing Arm kit	\$8,409.00
32692	994	SCHOLASTIC INC.	12/9/13	Books	\$32.65
32693	995	SENTIMENTAL PRODUCTIONS	12/9/13	DVDs	\$175.00
32694	996	SHEILA MAXWELL	12/9/13	Mileage 6/4-12/3/13: Branch visits, Management Meetings, Positivity Meeting, Auto. Counterparts Meetings, NICCL Social Media Workshop; Auto. Counterparts expenses, presentation remote battery, ethernet cables	\$713.56
32695	997	SVT, LLC	12/9/13	3rd Thursday Program & Teen Program expenses	\$7.10
32696	998	SUNRISE PACKAGING INC.	12/9/13	Audiobook cases	\$272.61
32697	999	TATE PUBLISHING	12/9/13	Book	\$14.99
32698	1000	THE TIMES	12/9/13	DeM: Newspaper subscription thru 12/10/14	\$221.00
32699	1001	TOWN OF DEMOTTE	12/9/13	DeM: Water & sewer-November 2013	\$122.94
32700	1002	TOWN OF WHEATFIELD	12/9/13	Wh: sewer- December 2013	\$56.65
32701	1003	ULINE	12/9/13	DVD cases	\$95.95
32702	1004	VISION SERVICE PLAN- (IN)	12/9/13	Vision Premium, 18 employees December 2013	\$192.41
32703	1005	WAL-MART COMMUNITY/GEC	12/9/13	Children's programs expenses, children's supplies, batteries, cleaning supplies, adult supplies, DVDs, CDs, Tuesday Movie expenses	\$2,149.42
32704	1006	WASTE MANAGEMENT	12/9/13	DeM: Trash Pick-up, December 2013	\$80.22
32705	1007	WESTON WOODS	12/9/13	Audiobooks	\$18.95
32706	1008	WORLD BOOK INC.	12/9/13	Books	\$268.00
0	1009	PAYROLL	12/10/13	PAYROLL	\$46,369.53
0	1010	ALLIANCE BANK	12/10/13	Direct Deposit Fees November 2013	\$37.00
0	1011	BILL HROMADA	12/10/13	Courier Mileage 11/18/13 - 11/29/13 (Conf. #67)	\$315.27
0	1012	GREAT-WEST RETIREMENT S	12/10/13	Annuity Withheld 12/10/13 payroll (Conf. #68)	\$1,536.27
0	1013	INDIANA DEPARTMENT OF RE	12/10/13	EFT-State & County Taxes w/held November 2013 Payrolls, Ref #90829	\$5,927.25
0	1014	INPRS fbo PERF	12/10/13	12/10/13 Payroll Contributions	\$4,978.93
0	1015	IRS USA TAXPAYMENT	12/10/13	EFT-Fica Federal Taxes W/held 12/10/13 Ref #03912296	\$10,433.00
32707	1016	4 IMPRINT	12/9/13	Mood Pencils, Lanyards	\$431.63
32708	1017	BOYCE FORMS/SYSTEMS	12/9/13	Tax forms, receipt books	\$149.67
32709	1018	CENTURYLINK	12/9/13	Long Distance Phone Service- October & November 2013	\$12.72
32710	1019	INDIANA NEWSPAPERS INC. #	12/9/13	Rens: The Indianapolis Star newspaper subscription (1/1/14-12/31/14)	\$360.03
32711	1020	JASPER COUNTY HOSPITAL	12/9/13	Water Testing	\$20.00
32712	1021	NIPSCO	12/9/13	DeM: Gas Service (11/5-12/4/13), Electric Service (10/7-12/4/13); Wh: Gas & Electric Service (10/30-12/3/13)	\$7,616.32
0	1022	SAGE PAYMENT SOLUTIONS	12/9/13	Merchant Processing Fees- November 2013 (automatic withdrawal on 12/2/13)	\$343.44
32713	1023	SIGNS OF THE SEASONS	12/9/13	Vinyl for van accessible handicap signs	\$37.50
32714	1024	UNIQUE MANAGEMENT SERVI	12/9/13	Collections: Initial/Secondary Placements- November 2013	\$98.45

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	1025	PAYROLL	12/23/13	PAYROLL	\$46,010.84
0	1026	AFLAC	12/23/13	Supplemental Ins - December 2013 (Conf #71)	\$619.47
0	1027	BILL HROMADA	12/23/13	Courier Mileage 12/02/13 to 12/13/13 (Conf. #73)	\$350.30
0	1028	CENTURYLINK	12/23/13	Rens: Local Phone & Fax Service December 2013	\$90.23
0	1029	CITY OF RENSSELAER	12/23/13	Rensselaer: Utilities 11/8/13-12/9/13 (Conf. #72)	\$2,655.02
0	1030	DELTA DENTAL	12/23/13	Dental Ins. Premiums, December, 18 employees	\$504.44
0	1031	GREAT-WEST RETIREMENT S	12/23/13	Annuity Withheld 12/23/13 payroll (Conf. #74)	\$1,536.20
0	1032	INPRS fbo PERF	12/23/13	12/23/13 Payroll Contributions	\$4,908.05
0	1033	IRS USA TAXPAYMENT	12/23/13	EFT-Fica Federal Taxes W/held 12/23/13 Ref #61449911	\$10,330.68
0	1034	CENTURYLINK	12/23/13	Wh: Local Phone Service 12/7/13-1/6/14 (conf# 76)	\$39.59
0	1035	CENTURYLINK	12/23/13	Wh: Fax Service 12/7/13-1/6/14 (conf# 75)	\$14.42
32715	1036	4-COUNTY SUPPLY	12/27/13	DeM: V-551-A Toilet Repair Parts	\$7.38
32716	1037	ALCO STORES, INC.	12/27/13	Children's supplies	\$19.13
32717	1038	BAKER & TAYLOR	12/27/13	Books, Continuations, AV, Auto. Yours	\$5,471.32
32718	1039	BLUETARP FINANCIAL, INC	12/27/13	Sink repair parts, toilet repair parts, humidifier filter, outlet covers & locks	\$50.07
32719	1040	CARDINAL OFFICE PRODUCT	12/27/13	Rens: Annual Maintenance Agreement, Patron Copier 12/26/12-12/26/13	\$234.55
32720	1041	CDW GOVERNMENT, INC	12/27/13	Adobe Acrobat	\$284.28
32721	1042	CENTER POINT PUBLISHING	12/27/13	Books	\$36.00
32722	1043	COMMUNITY MEDIA GROUP, I	12/27/13	DeM: KV Post News Subscription 1/1/14-12/31/14	\$59.00
32723	1044	DAVIDSON TITLES INC.	12/27/13	Books	\$44.98
32724	1045	DEBORAH KRISTOFF	12/27/13	Mileage: 10/28-12/16/13 Cover DeMotte Party, Cover Wheatfield Party, bank deposit	\$51.30
32725	1046	DELL MARKETING L.P.	12/27/13	3 wireless mice, 3 laptops, 3 laptop cases	\$3,313.29
32726	1047	DEMCO	12/27/13	Slatwall easels	\$240.98
32727	1048	DEREK J. DEJONG	12/27/13	Mileage: 1/8-11/14/13 Recycling	\$20.34
32728	1049	DIANA KOOY	12/27/13	Mileage: 10/21-11/22/13 Water Sample Testing, PERF Meeting, Librarian's Council Meeting, B2B Meetings	\$108.48
32729	1050	DIANE OPOLSKI	12/27/13	Mileage: 8/26-11/25/13 Positivity Meetings, AV Shopping	\$65.54
32730	1051	DONNA BARKO	12/27/13	Mileage: 12/5-12/18/13 Bank deposits, Post Office, New Employee Orientation	\$31.70
32731	1052	EMILY DURAN	12/27/13	Mileage: 12/13/13 Milroy Presentation	\$21.47
32732	1053	FLEX-PAC INC	12/27/13	M-folds, toilet paper, paper towel rolls, handsoap, disinfectant, toilet bowl cleaner	\$283.49
32733	1054	HAMSTRA BUILDERS, INC.	12/27/13	Rens: Roofing Materials	\$32,775.00
0	1055	JASPER COUNTY PUBLIC LIB	12/27/13	Funds transferred from Operating into LIRF per Board resolution 12/9/13	\$35,000.00
32734	1056	KAPCO	12/27/13	Clear polyester corners	\$16.36
32735	1057	KIM DELGER	12/27/13	Magazines	\$32.81
32736	1058	KIRBY RISK CORPORATION	12/27/13	Lightbulbs	\$73.24
32737	1059	LINDA POORTENGA	12/27/13	Mileage 11/30-12/13/13: Bank deposit, B2B	\$55.03
32738	1060	MELISSA SMITH	12/27/13	Mileage 12/29/12-12/18/13: Bank deposits, Walking Books, Pickup Staff Anniversary Cake	\$72.42
32739	1061	MY MEDIA DIRECTORY	12/27/13	Continuations	\$85.00
32740	1062	NANETTE SPEACHT	12/27/13	Mileage 12/6/13: Cover Rensselaer Party	\$24.86
32741	1063	PEGGY WOODS	12/27/13	Mileage 10/21-12/19/13: AV Shopping, Pickup Staff Anniversary cake, Post Office	\$21.30
32742	1064	PROQUEST LLC	12/27/13	Microfilm of Rensselaer Republican newspaper 5/1-8/31/13	\$85.55
32743	1065	RAYANN GILMORE	12/27/13	Wh: Petty Cash; postage, fee to send water sample, picture hooks, movie program expense, first aid supplies	\$28.58
32744	1066	SMART STORAGE LLC	12/27/13	Wh: Shelving	\$385.58
32745	1067	SVT, LLC	12/27/13	Management Meeting expenses, Staff Christmas Party expenses	\$45.84

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32746	1068	WAL-MART COMMUNITY/GEC	12/27/13	Children's supplies, After School program supplies, Teen program supplies, Staff Appreciation expenses, picture frames, Adult supplies, cleaning supplies, DVDs, CDs	\$672.93
32747	1069	WORLD BOOK INC.	12/27/13	2014 World Book Encyclopedia	\$819.00
32748	1070	WORTHINGTON DIRECT	12/27/13	DeM: Table	\$588.31
32749	1071	YVONNE DEL VECCHIO	12/27/13	Mileage 11/6-12/6/13: Walking Books, Book Clubs, deliver Community Connection	\$20.23
0	1072	JASPER COUNTY PUBLIC LIB	12/27/13	INPRS transfer- extra due to rounding	\$0.06
Total Amount of Claims					\$286,712.74

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, January 11, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$286,712.74

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2013

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,947.63	\$32,515.89
DeMotte	\$678.30	\$10,319.64		
Rensselaer	\$731.85	\$13,873.11		
Wheatfield	\$537.48	\$8,323.14		
PHOTOCOPIES:			\$552.36	\$9,462.32
DeMotte	\$184.95	\$3,595.30		
Rensselaer	\$228.51	\$3,608.64		
Wheatfield	\$138.90	\$2,258.38		
INTEREST (Checking, Repurchase, CDs):.....			\$42.18	\$773.30
TAXES:			\$327,284.47	\$2,076,151.64
Property Tax	\$191,141.34	\$1,115,486.31		
LOIT	\$17,903.58	\$214,842.97		
License Excise Tax	\$58,376.58	\$108,234.56		
Financial Institution Tax	\$1,359.80	\$2,593.71		
CVET(Commercial Vehicle Excise)	\$6,704.50	\$13,409.83		
Local Option/Certified Shares	\$42,698.43	\$512,381.49		
Local Option/Property Tax Repl.	\$9,100.24	\$109,202.77		
TAXABLE SALES:-.....			\$6.72	\$157.77
REFUNDS:			\$584.99	\$21,306.50
Rebates/Refund	\$0.00	\$2,626.76		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$1,450.00		
Reimbursement	\$500.00	\$500.00		
Fixed Asset Sales	\$0.00	\$710.00		
Miscellaneous Receipts	\$34.93	\$724.38		
Interfund Transfer	\$0.06	\$15,295.36		
TOTAL OPERATING FUND RECEIPTS.....			\$330,418.35	\$2,140,367.42
PLAC FUND:-.....			\$0.00	\$100.00
GIFT FUNDS:			\$0.00	\$14,066.06
DeMotte	\$0.00	\$3,948.30		
Rensselaer	\$0.00	\$6,566.20		
Wheatfield	\$0.00	\$3,551.56		
LIB. IMPROV. RESERVE FUND:			\$35,022.20	\$35,354.18
Interest Earned	\$22.20	\$354.18		
Transfer from OPERATING	\$35,000.00	\$35,000.00		
BOND & INTEREST REDEMPTION FUND:		\$241,776.31	\$61,304.99	\$303,081.30
Property Tax	\$47,515.37	\$277,296.04		
License Excise Tax	\$12,115.90	\$22,463.78		
Financial Institution Tax	\$282.22	\$538.31		
CVET(Commercial Vehicle Excise)	\$1,391.50	\$2,783.17		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$2,486.13	\$0.00	\$2,486.13
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,486.13		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$10,361.00	\$10,361.00
CAPITAL PROJECTS FUND:			\$2.96	\$11,139.72
Interest Earned	\$2.96	\$11,139.72		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$30,082.00
SALES TAX:-.....			\$3.98	\$127.51
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$92.02
Interfund Transfer	\$0.00	\$92.02		
SUB-TOTAL (page 1).....			\$437,113.48	\$2,547,257.34

FSb

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,150.98	\$94,093.50
FICA Collected	\$6,806.35	\$85,351.42
State Tax Collected	\$3,131.96	\$39,465.85
County Tax Collected	\$2,403.45	\$31,104.82
Deferred Comp Plan	\$3,072.40	\$36,746.40
Pre-tax Insurance Plans	\$3,668.10	\$41,383.00
Life Insurance	\$197.76	\$1,946.72
INPRS	\$2,700.38	\$32,837.90
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$29,131.38

\$362,929.61

TOTAL RECEIPTS - ALL FUNDS.....

\$466,244.86

\$2,910,186.95

Voucher List
Jasper County Public Library

Report Date: From 1/1/14 To 1/13/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32750	1	BANK OF NEW YORK MELLON	1/10/14	2004 Bond Payment TAS/IMMS# 310888; Loan Account# JASLIBGOB04	\$162,540.00
0	2	ALLIANCE BANK	1/10/14	Direct Deposit Fees- December 2013	\$37.20
0	3	BILL HROMADA	1/10/14	Courier Mileage: 12/16-12/30/13	\$315.27
0	4	GREAT-WEST RETIREMENT S	1/10/14	Annuity Contributions withheld 1/10/14 Payroll	\$1,536.20
0	5	INDIANA DEPARTMENT OF RE	1/10/14	State & County Taxes withheld 1/10/14 Payroll (Ref# 87058)	\$5,535.41
0	6	IRS USA TAXPAYMENT	1/10/14	Federal Withholding, Medicare, & FICA withheld 1/10/14 Payroll (Acknowledgement# 14310779)	\$11,407.31
0	7	TOWN OF DEMOTTE	1/10/14	DeM: Water & Sewer Service- December 2013 (conf#77)	\$140.87
0	8	TOWN OF WHEATFIELD	1/10/14	Wh: Sewer Service- January 2014 (conf# 79)	\$56.65
32751	9	AARON'S LAWN CARE	1/13/14	DeM & Wh: Snow Plowing 12/9-12/16/13	\$1,090.00
32752	10	ALLIED WASTE SERVICES #71	1/13/14	Wh: Trash Service- January 2014	\$57.38
32753	11	ANTHEM BLUE CROSS BLUE	1/13/14	Health Ins. Premiums- January 2014, 17 employees	\$11,696.65
32754	12	ANTHEM LIFE	1/13/14	Life Ins. Premiums- January 2014	\$99.54
32755	13	BAKER & TAYLOR	1/13/14	Books, Continuations, AV, Auto. Yours	\$1,462.87
32756	14	BUSINESS CARD	1/13/14	Santa program expenses, Children's supplies, Teen supplies, magazine, Flickr subscription renewal, Adult Winter Read expenses, B2B expenses, AVC User Group Mtg expenses, background check	\$322.62
32757	15	CONSOLIDATED INSURANCE	1/13/14	Directors & Officers Liability Annual Premium- 2014	\$2,549.18
32758	16	CULLIGAN WATER CONDITIO	1/13/14	Wh: Water Cooler Rental-January 2014; 5 gallon drinking water-8	\$65.95
32759	17	DELTA DENTAL	1/13/14	Dental Ins. Premiums- January 2014, 17 employees	\$504.44
32760	18	DEMOTTE CHAMBER OF COM	1/13/14	Membership Dues- 2014	\$60.00
32761	19	DEPARTMENT OF HOMELAND	1/13/14	Elevator Inspection	\$120.00
32762	20	DUMAS & MAHNESMITH P.C.	1/13/14	Legal Services- Rensselaer Roofing Project	\$43.75
32763	21	ENA SERVICES LLC	1/13/14	Internet Service- December 2013	\$1,461.00
32764	22	INDIANA DEPT. OF WORKFOR	1/13/14	Correct 3rd Quarter 2013 Unemployment Compensation Pymt	\$323.30
32765	23	INDIANA DEPT. OF WORKFOR	1/13/14	4th Quarter 2013 Unemployment Compensation Pymt	\$272.36
32766	24	INDIANA STATE LIBRARY	1/13/14	PLAC Sales 4th Qtr 2013 (#068153)	\$50.00
32767	25	KAUFMAN CONSTRUCTION	1/13/14	Rens: Snow Removal 12/9-12/31/13	\$360.00
32768	26	LAFAYETTE BANK AND TRUS	1/13/14	Safe Deposit Box Rental- 2014	\$55.00
32769	27	LEARNINGEXPRESS, LLC	1/13/14	LearningExpress Library 3.0 Subscription Renewal- 1/15/14-1/14/15	\$1,560.00
32770	28	MOVIE LICENSING USA	1/13/14	Site Licenses for Movie Copyright Compliance, 2/1/14-1/31/15 - Wh & Ren Libraries (Lic #186929001)	\$480.00
32771	29	MIDDLEBURY COMMUNITY PU	1/13/14	NICCL Dues for 2014	\$50.00
32772	30	NIPSCO	1/13/14	Wh: Gas & Electric Service 12/3-12/30/13	\$2,110.54
32773	31	PDR DISTRIBUTION, LLC	1/13/14	Continuations	\$179.85
32774	32	POST TRIBUNE	1/13/14	Rens: Newspaper Subscription Renewal 1/25/14-1/24/15	\$117.00
32775	33	PRECISION CONTROL SYSTE	1/13/14	Rens: Replace ball joints on makeup air linkage & turning vanes on air handler, installed new low water cut off, tested, strong odor coming from tech services area, checked 3 diffusers & return in air, no odors coming from vents or VAV#7, put VAV#7 in manual damper 100%/900CFM to vent; DeM: VAV#3 Children's area 3-way valve packing leaking, valved off leak, VAV#5 not opening, low CFM, checked VAV box in high ceiling, coil clean, hot water valve working, found jack shift set screws loose for damper, reconnected & check operation, calibrated room sensor	\$1,441.86

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32776	34	RENSSELAER CHAMBER OF C	1/13/14	Membership Dues- 2014; Luncheon Meetings- Jun, Aug, Sep, Oct, Nov 2013	\$99.50
32777	35	ROEING CORP.	1/13/14	Labor Contract- Remaining balance on 1st quarter installment	\$1,500.00
0	36	SAGE PAYMENT SOLUTIONS	1/13/14	Merchant Processing Fees- December 2013 (automatic withdrawal on 1/3/14)	\$43.14
32778	37	STAPLES CREDIT PLAN	1/13/14	DeM: Bookcase	\$199.99
32779	38	THE LIBRARY CORPORATION	1/13/14	Enhanced Content Renewal: Mar 2014-Feb 2015; SIP Communications Protocol: Mar 2014-Feb 2015	\$6,328.00
32780	39	TRUGREEN PROCESSING CE	1/13/14	Ice Melt- 6 bags	\$75.00
32781	40	UNIQUE MANAGEMENT SERVI	1/13/14	Collections: Initial/Secondary Placements- December 2013	\$161.10
32782	41	USA TODAY	1/13/14	DeM: Newspaper subscription renewal 1/6/14-1/31/15	\$290.83
32783	42	VISION SERVICE PLAN- (IN)	1/13/14	Vision Ins. Premiums- January 2014, 17 employees	\$192.41
32784	43	WASTE MANAGEMENT	1/13/14	DeM: Trash Service- January 2014	\$80.22
32785	44	YVONNE DEL VECCHIO	1/13/14	Mileage 12/18-12/26/13: Walking Books, Book Clubs, Community Connections delivery	\$17.91
32786	45	CENTURYLINK	1/13/14	Rens: Local Phone & Fax Service January 2014	\$123.73
32787	46	NIPSCO	1/13/14	DeM: Gas & Electric Service 12/4/13-1/8/14	\$4,300.03
Total Amount of Claims					\$221,514.06

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 13, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$221,514.06

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Feb

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

January 13, 2014
Rensselaer Library

Present: Natalie Waling, Timothy Schultz, Mari Anne Sayler, Janet Umlauf, Jody Melton, Deana George, Patricia Stringfellow, Rayann Gilmore

Absent: Janelle Harper

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Melton, seconded by M. Sayler. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with \$591,983.31. We purchased shingles for the Rensselaer Library Re-Roof Project and were still able to retain a portion of our Operating Fund budget. The Operating Fund ended the year with \$540,945.63. Property tax revenues were 102% of the anticipated amount with more property tax revenue going to the BIRF Fund and a little less to the Operating Fund than last year. We received \$10,361 for the State Technology Fund Grant (7/1/13-6/30/14), less than the previous year. The Board approved the transfer of \$35,000 from the 2013 Operating Fund to the LIRF Fund in December giving us a reserve of \$309,690.79 in the LIRF Fund. We have a good operating balance with which to begin 2014.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has three outstanding checks. The list includes a utility bill and two patron refunds. These will be receipted back into the operating fund.

Accounting Practices: D. George moved, seconded by N. Waling, to accept the 2014 Accounting Practices as presented. Motion passed.

Resolution to Pay Bills with Prior Approval: J. Melton moved, seconded by M. Sayler to approve the Resolution to Pay Bill with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: M. Sayler moved, seconded by N. Waling, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business the Board of Finance Meeting was adjourned at 6:10 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, J. Umlauf opened the regular monthly Board meeting with a moment of silence.

N.Waling moved, seconded by J. Melton, to amend the Consent Agenda & Consent Agenda Items to include Workshop Request and to add NICCL Agreement to the agenda under General Business. Motion passed.

Agenda & Consent Agenda Approval: The Agenda and amended Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2014, Fixed Asset Inventory & Circulating Software policies review, Long Range Plan revisions and workshop request to send Donna Barko to an FMLA Workshop were approved on a motion by D. George and seconded by M. Sayler. Motion passed.

Rensselaer Library Broken Water Pipes: P. Stringfellow had on display the thirteen pieces of pipe that had frozen and broken. Most of them were in the western part of the building, in the area behind the circulation desk where the staff have their work stations, but we also experienced leaks on the south and east sides of the library. On Tuesday morning a staff member entered the library, heard a sound in the electrical room and found a leak from a pipe above the water heater. She shut off the valve and called the director, who had her inspect the entire library, where she found no other problems. Another staff person also came in on Tuesday and worked until 5:00 pm and found no other problems. On Wednesday morning a patron of the library noticed water coming out of the building and notified the City who contacted library staff. The Director immediately contacted a plumber and arranged for an electrician (because many things were plugged into floor outlets that were in water). The electric and water were shut down, further inflow of water stopped, and electric evaluated. Stanley Steamer was called in immediately to begin to extract water. The plumber said that the pipes looked like they were from a building without heat, though the heat was on and the library had let faucets drip. One board member suggested that the roof needed to be inspected because he thought that the wind had opened something to bring the intense cold inside the building. Most of the flooding was in the western half of the building. The stacks on the east side, where most of the books are shelved, were not affected. The stacks on the west side of the adult section are empty, but that is not because the books were damaged. Rather that is because the shelves were raised a bit on bits of Styrofoam so that the carpets underneath can thoroughly dry. The library found it could not rent fans or dehumidifiers because building flooding was widespread in the Midwest and all the equipment had already been rented. They put out a plea for barn fans and dehumidifiers and got a good response. With the help of an insurance adjustor they then found Dryco who provided a unit that blows dehumidified air into the library via large plastic tubes. The library is drying out nicely. Though the area that the public sees does not look too bad, the staff areas in the rooms behind the circulation desk look awful. The lower two feet of drywall has been removed in much of this area because it was damaged by the water. The carpet in the staff area had padding beneath it and the padding soaked up water, damaging the carpet. All the carpet in this area has been torn out and the floor is down to bare concrete. All the equipment and furniture is wrapped in plastic. About twenty computers were soaked and while some of them still work, they have been compromised. Fortunately, the computer servers for the library, were not damaged. The desks, which are made from a laminate, are questionable. Most of the library materials that were destroyed were new items that were being processed. Most of what is in the dumpster is drywall, carpeting, and insulation. The library may be closed for the rest of the week. The staff has been moved to several other areas, including the conference room in which meetings, including the library board meeting, are held. Staff phones are currently out of order and lines will be evaluated.

PLA 2014: PLA will be held in Indianapolis, Indiana March 11-15. Typically we send 4 staff to this professional conference. Since the conference is so close and we will not have air fare, this time we would like to send 6 staff members. Registration fee is \$425 per registrant. M. Sayler moved to approve sending 6 staff members to PLA, seconded by N. Waling. Motion passed.

Oath of Office- Natalie Waling: N. Waling has been reappointed to the Library Board by the County Council for another four year term. She took her Oath of Office.

Oath of Office- Assistant Treasurer: T. Schultz, Assistant Treasurer took the Oath of Office and signed the bond documents.

Appropriation Transfer: While reviewing year end transfers we realized that due to a default setting the accounting computer had incorrectly charged one of our claims to the Capital Projects Fund (a fund we no longer use) instead of the Operating Fund. We can correct this with an appropriation transfer effective December 31, 2013. J. Melton moved to do the appropriation transfer effective December 31, 2013, seconded by N. Waling. Motion passed.

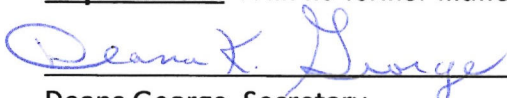
Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz completed a Conflict of Interest form that will be filed with the State Board of Accounts and County Clerk's office. This form is filed annually.

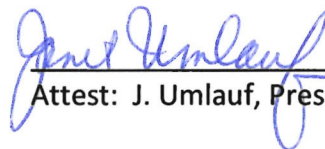
Committee Assignments: President J. Umlauf made the following appointments to standing committees for 2014. Budget: T. Schultz (chair), J. Umlauf, J. Harper; Director's Evaluation: D. George (chair), N. Waling, J. Melton; Bylaws/Policy Review: N. Waling (chair), M. Sayler, J. Umlauf; Nominating: J. Melton (chair), D. George, J. Harper.

NICCL Agreement: The Library participates in NICCL (Northwest Indiana Computer Consortium for Libraries), a group that brings IT persons together from different libraries to share knowledge. Each year the Library needs to renew this membership and pay dues to continue participating. J. Melton moved to continue participating in NICCL, seconded by D. George. Motion passed.

Director's Report: The Library received a letter notifying us of a Property Tax Abatement that the Indiana Municipal Power Agency has applied for as part of the building process for the solar park to be built in Rensselaer.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:55 PM.


Deana George, Secretary


Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
January 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	6	1	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	2	1	33
Blu-Ray (DBR)	166	0	3	169
Books on CD (DBKCD)	162	2	4	168
Books on Tape (DBKT)	1	0	0	1
Compact Disc (DCD)	189	14	3	206
Digital Audiobooks (DDA)	13	0	0	13
DVD (DDVD)	1606	14	4	1624
Equipment (DEQP)	56	0	0	56
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	37	0	0	37
Fiction (DFIC)	746	7	11	764
Fiction Fantasy (DFICF)	12	0	0	12
Fiction Mystery (DFICM)	86	1	2	89
Fiction New (DFICNEW)	456	10	14	480
Fiction Science Fiction (DFICSF)	6	2	1	9
Fiction Western (DFICW)	17	0	0	17
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	67	0	0	67
Hanging Bags (DHANG)	7	1	1	9
ILL (DILL)	52	1	0	53
Internet (DINTER)	696	0	0	696
Juv. Audio book (DJAUDB)	15	1	0	16
Juv. Biography (DJBIO)	30	5	0	35
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	20	0	0	20
Juvenile Easy (DJE)	509	11	9	529
Juv. Easy Non-fiction (DJENF)	53	0	7	60
Juv. Easy Reader (DJER)	244	3	1	248
Juv. Fiction (DJFIC)	446	3	7	456
Juv. Holiday books (DJHOL)	48	0	0	48
Juv. Magazine (DJMAG)	84	0	0	84
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	228	10	6	244
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	117	0	1	118

Large Print Fiction (DLPF)	227	14	1	242
Large Print Nonfic (DLPNF)	12	0	0	12
Magazine (DMAG)	556	11	2	569
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	14	0	0	14
Nonfiction 100 (DNF100)	4	1	0	5
Nonfiction 200 (DNF200)	25	5	2	32
Nonfiction 300 (DNF300)	42	3	6	51
Nonfiction 400 (DNF400)	7	4	0	11
Nonfiction 500 (DNF500)	26	4	0	30
Nonfiction 600 (DNF600)	167	2	3	172
Nonfiction 700 (DNF700)	54	9	3	66
Nonfiction 800 (DNF800)	7	0	0	7
Nonfiction 900 (DNF900)	49	0	4	53
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	79	1	0	80
Nonfiction (DNFIC)	0	0	2	2
Nonfiction New (DNFNEW)	124	8	1	133
Nonfiction VHS (DNFVHS)	4	0	0	4
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	25	0	0	25
Software (DSWAR)	22	0	0	22
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	10	0	0	10
YA Audio book (DYAUDB)	6	1	0	7
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	169	5	9	183
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	0	5
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	9	1	13
Blu-Ray (RBR)	0	41	0	41
Books on CD (RBKCD)	1	49	0	50
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	46	4	50
Digital Audiobooks (RDA)	0	7	1	8
DVD (RDVD)	16	542	8	566
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	11	2	13
Fiction (RFIC)	22	200	15	237
Fiction New (RFICNEW)	14	95	12	121

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	33	0	33
Hanging Bag (RHANG)	0	1	0	1
ILL (RILL)	0	33	0	33
Internet (RINTER)	0	162	0	162
Juv. Audio book (RJAUDB)	0	11	0	11
Juv. Biography (RJBIO)	1	17	0	18
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	0	0	0
Juvenile Easy (RJE)	8	122	4	134
Juv. Easy Non-fiction (RJENF)	1	8	0	9
Juv. Easy Reader (RJER)	0	103	1	104
Juv. Fiction (RJFIC)	17	119	0	136
Juv. Magazine (RJMAG)	0	7	1	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	64	6	71
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	0	11	0	11
Large Print Fiction (RLPF)	11	85	4	100
Large Print Nonfic (RLPNF)	1	13	0	14
Magazine (RMAG)	4	183	3	190
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	2	0	4
Non-Fiction 100 (RNF100)	0	3	0	3
Non-Fiction 200 (RNF200)	0	16	0	16
Non-Fiction 300 (RNF300)	4	28	8	40
Non-Fiction 400 (RNF400)	1	0	0	1
Non-Fiction 500 (RNF500)	0	5	0	5
Non-Fiction 600 (RNF600)	6	66	0	72
Non-Fiction 700 (RNF700)	4	13	0	17
Non-Fiction 800 (RNF800)	0	5	0	5
Non-Fiction 900 (RNF900)	2	18	1	21
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	0	43	0	43
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	13	80	6	99
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	8	0	8
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	17	46	8	71
YA Music CD (RYACD)	2	25	1	28
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	26	30
Blu-Ray (WBR)	1	2	203	206
Books on CD (WBKCD)	6	11	150	167
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	6	147	156
Digital Audiobooks (WDA)	1	0	13	14
DVD (WDVD)	16	5	1987	2008
Equipment (WEQP)	0	0	20	20
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	31	31
Fiction (WFIC)	35	9	277	321
Fiction Fantasy (WFICF)	1	1	2	4
Fiction Mystery (WFICM)	7	2	41	50
Fiction New (WFICNEW)	27	7	282	316
Fiction Science Fiction (WFICSF)	0	1	3	4
Fiction Western (WFICW)	1	0	10	11
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	28	28
Hanging Bags (WHANG)	0	0	2	2
ILL (WILL)	0	0	46	46
Internet (WINTER)	0	0	381	381
Juv. Audio book (WJAUDB)	2	0	4	6
Juv. Biography (WJBIO)	1	4	13	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	3	3
Juvenile Easy (WJE)	10	6	377	393
Juv. Easy Non-fiction (WJENF)	0	3	15	18
Juv. Easy Reader (WJER)	3	0	369	372
Juv. Fiction (WJFIC)	38	10	334	382
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	15	10	244	269
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	8	8
Juv. Toddler (WJTOD)	0	0	32	32
Large Print Fiction (WLPF)	19	10	148	177
Large Print Nonfic (WLPNF)	3	2	7	12
Magazine (WMAG)	12	0	399	411
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	2	0	8	10
Non-Fiction 200 (WNF200)	3	2	8	13
Non-Fiction 300 (WNF300)	2	4	16	22
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	0	12	12
Non-Fiction 600 (WNF600)	0	3	112	115
Non-Fiction 700 (WNF700)	2	0	48	50
Non-Fiction 800 (WNF800)	8	0	2	10
Non-Fiction 900 (WNF900)	3	1	33	37
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	6	5	127	138
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	11	4	92	107
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	6	6
Software (WSWAR)	2	0	11	13
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	6	6
YA Audio book (WYAUDB)	1	0	4	5
YA Biography (WYAB)	2	2	2	6
YA Books on CD (WYABKCD)	0	3	2	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	3	168	191
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	6	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8286	2624	6478	17388

CIRCULATION BY HOLDINGS CODE
January 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	6	1	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	35	13	28	76
Blu-Ray (BR)	171	43	207	421
Books on CD (BKCD)	169	62	154	385
Books on Tape (BKT)	1	0	0	1
Compact Disc (CD)	192	66	154	412
Digital Audiobooks (DA)	14	7	14	35
DVD (DVD)	1638	561	1999	4198
Equipment (EQP)	56	3	20	79
See librarian (ERR)	0	0	0	0

Express Book (EXP)	37	11	33	81
Fiction (FIC)	803	216	303	1322
Fiction Fantasy (FICF)	13	1	2	16
Fiction Mystery (FICM)	93	3	43	139
Fiction New (FICNEW)	497	112	308	917
Fiction Science Fiction (FICSF)	6	3	4	13
Fiction Western (FICW)	18	0	10	28
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	67	33	28	128
Hanging Bags (HANG)	7	2	3	12
ILL (ILL)	52	34	46	132
Internet (INTR)	696	162	381	1239
Juv. Audio book (JAUDB)	17	12	4	33
Juv. Biography (JBIO)	32	26	13	71
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	20	0	3	23
Juvenile Easy (JE)	527	139	390	1056
Juv. Easy Non-Fiction (JENF)	54	11	22	87
Juv. Easy Reader (JER)	247	106	371	724
Juv. Fiction (JFIC)	501	132	341	974
Juv. Holiday (JHOL)	48	0	0	48
Juv. Magazine (JMAG)	84	7	13	104
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	244	84	256	584
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	8	10
Juv. Toddler (JTOD)	117	11	33	161
Large Print Fiction (LPF)	257	109	153	519
Large Print Nonfic (LPNF)	16	15	7	38
Magazine (MAG)	572	194	404	1170
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	2	4	22
Non-Fiction 100 (NF100)	6	4	8	18
Non-Fiction 200 (NF200)	28	23	10	61
Non-Fiction 300 (NF300)	48	35	30	113
Non-Fiction 400 (NF400)	8	4	0	12
Non-Fiction 500 (NF500)	26	9	12	47
Non-Fiction 600 (NF600)	173	71	115	359
Non-Fiction 700 (NF700)	60	22	51	133
Non-Fiction 800 (NF800)	15	5	2	22
Non-Fiction 900 (NF900)	54	19	38	111
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	85	49	127	261
Nonfiction (NFIC)	0	0	2	2
Nonfiction New (NFNEW)	148	92	99	339
Nonfiction VHS (NFVH)	4	0	0	4
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	67	38	51	156
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	25	1	6	32
Software (SWAR)	24	2	11	37
Vertical File (VF)	0	0	1	1
VHS	10	0	6	16
YA Audio book (YAUDB)	7	9	4	20
YA Biography (YAB)	5	2	2	9
YA Books on CD (YABKCD)	0	3	2	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	206	54	185	445
YA Music CD (YACD)	2	25	1	28
YA Nonfiction (YANF)	5	4	6	15
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	601	28	135	764
Games/Puzzles	24	0	0	24
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8978	2690	6664	18332

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2327	483	991	3801
Nonfiction	777	391	509	1677
CHILDREN'S BOOKS				
Fiction	1416	394	1136	2946
Nonfiction	380	122	299	801
YA BOOKS				
Fiction	275	87	213	575
Nonfiction	10	6	8	24
Magazines, Adult	572	194	404	1170
Magazines, Children	84	7	13	104
Sound Recordings, adult	383	147	328	858
Sound Recordings, ch	46	39	11	96
Online databases	0	0	0	0
Software	24	2	11	37
Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	1908	653	2339	4900
Equipment	56	3	20	79
Total	8258	2528	6283	17069
A-V Circulation	2361	841	2689	5891
A-V Circulation as % of total	28.6%	33.3%	42.8%	34.5%

January 2014

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	77,096	69,699	53,182
Circulation Increase/Decrease	-6.0%	-76.9%	-10.7%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	26,756	17,069	-36.2%
Jan. to date circulation	26,756	17,069	-36.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
22,120	22,085	13,502	13,533	14,252	14,301 Fiction
19,782	19,867	20,309	20,417	10,119	10,119 Nonfiction
					CHILDREN'S BKS
14,909	14,949	12,786	12,863	11,153	11,178 Fiction
8,154	8,230	6,684	6,713	5,833	5,842 Nonfiction
					YA BOOKS
2,161	2,190	3,017	3,051	2,350	2,367 Fiction
582	585	747	749	133	132 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,576	3,578	4,013	4,020	4,060	4,076 Sound Rec/Adult
754	755	599	600	833	832 Sound Rec/Child
18	18	29	29	7	7 Online Databases
296	213	333	333	172	172 Software
0	0			4	4 Vertical Files
4,508	4,508	7,231	7,229	4,095	4,095 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,978	77,096	69,412	69,699	53,068	53,182 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2014

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	118	26	151	33	224	49	493	107
LOCAL HISTORY								
In person	2	1	1	0	1	0	4	1
Letters written	8	8	5	5		0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	696	29	162	7	381	16	1239	52
Internet use-Wireless	1773		1204		1045		4022	
Computer software used	154	13	12	1	123	10	289	24
VCR Use	0	0	0	0	0	0	0	0
Microforms	17	2	3	0	0	0	20	3
CD ROM/Online databases	134	11	21	2	93	8	248	21
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	53	53	18	12	0	0	71	47
Notarized documents	4	1	3	1	1	0	8	2
Meeting Room Use (no. of group)	45	15	2	1	27	9	74	25
Study room use	20	2	1	0	20	2	41	3
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	1	0	1	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							870	
IN-HOUSE USE ITEMS	255		10		232		497	
SELF-CHECKOUT USE	211		139		392		742	
INTERLIBRARY LOANS								
Requests made for:	75	19	24	6	44	11	143	36
Items rec'd for:	67	34	38	19	51	26	156	78
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8497	8696	5028	22221
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	375	546	133	1054
Number of New Patrons Added	44	5	38	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	0	0	0	0	2	12
Children's Programs (0-13)	6	36	2	12	5	30	13	78
Number attending	96		14		82		192	
YA Programs (14-17)	1	6	0	0	0	0	1	6
Number attending	0		1		1		2	
Adult Programs	3	18	1	6	1	6	5	30
Number attending	68		18		20		106	
Senior Citizen Programs	4	24	1	6	3	18	8	48
Number attending	62		8		26		96	
Total Number of Programs	16	96	4	24	9	54	29	174
Total Persons Attending	226		41		129		396	
Total Attending Same Month Last Yr.	204		331		220		755	
Total Staff Hours Spent		308		110		184	603	585
Total Number of In-House Program	13		4		7		24	
Total Attendance	176		41		63		280	
Total Number of Outreach Program	3		0		2		5	
Total Attendance	50		0		66		116	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6250	76.1%	1553	62.4%	4341	69.7%	12144	71.7%
Corporate	15	0.2%	2	0.1%	3	0.0%	20	0.1%
Juvenile 0-11	59	0.7%	17	0.7%	63	1.0%	139	0.8%
Juvenile-AV	917	11.2%	180	7.2%	831	13.3%	1928	11.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	288	3.5%	81	3.3%	122	2.0%	491	2.9%
Reciprocal Juvenile	30	0.4%	0	0.0%	0	0.0%	30	0.2%
Reciprocal Juvenile AV	17	0.2%	0	0.0%	6	0.1%	23	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	1	0.0%	0	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff	399	4.9%	489	19.6%	554	8.9%	1442	8.5%
Walking books	71	0.9%	95	3.8%	0	0.0%	166	1.0%
YA 12-17	16	0.2%	17	0.7%	11	0.2%	44	3.0%
YA-AV	152	1.9%	56	2.2%	301	4.8%	509	3.0%
Total	8215		2490		6232		16937	
All items borrowed by nonresidents	336	4.1%	81	3.3%	128	2.1%	545	3.2%

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

1. The revocation or denial of library privileges may be appealed in writing to the Library Director within 10 days after the revocation or suspension.

2. Within ten days of the receipt of the notice, the patron shall schedule a meeting with the Library Director to resolve the issue of the library privileges being revoked or denied.

3. If the resolution cannot be reached with the Library Director, the patron may make a written request to the Library Director, within 10 days of the meeting with the Director, asking that the matter be addressed by the Library Board at the next monthly Board Meeting. The Library Board decision shall be final and may be appealed in a court of competent jurisdiction.

The individual requesting the appeal may attend the Board Meeting and make a short presentation after which the Board shall decide the matter. The patron instituting an appeal at either the director level or the library board level, shall have the right to bring legal counsel with him or her to the hearing.

PLEASE

No eating (except in meeting rooms or coffee café)
 No use of alcohol or illegal drugs on library property
 No use of tobacco products in the library
 (smoking in any form, including e-smoking is prohibited)

No animals except service animals and those that are a part of sanctioned library activities; no running, throwing, fighting; no loud or abusive language; no commercial photography - these rules of behavior shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Jasper County Public Library and to all persons entering in or on the premises.

No guns or weapons on library property except as allowed under Indiana law.

No bicycling, skateboarding, rollerblading or skating on library property. Bicycles

ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping or bathing in the library

No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

~~A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.~~

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

8/94; revised 2/14

Director's Report January 2014

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Policies for Review: Two policies are up for review in February – Holiday Policy and Library Behavior Policy. Revisions are recommended to the Library Behavior Policy. Please see R 10. Now that e-smoking is a possibility, it is time to address it in our policy. We have opted to prohibit it, which is in keeping with nearby libraries. In addition, I viewed a webinar last fall that helped me understand that the language in our policy regarding patrons with poor hygiene was not the best from a legal standpoint. The language we are recommending has stood up in court proceedings for libraries. Nuisance is an objective legal term. In addition, I learned that we really need to provide an appeals process for patrons who might lose their library privileges due to behavior. So I have added that. I sent the Behavior Policy to our library attorney too, to make sure he is OK with these proposed revisions. He agreed that revisions were needed and drafted the specific steps of appeal. The other language came from the webinar, and he supported the language. He also advised that we be more specific about where some of our rules will be enforced if it wasn't previously named. Please see R 10.

Regarding our Holiday Policy, at our Management Meeting last month when we were reviewing our Holiday Policy, it was requested that we revise the policy, allowing for the library to be closed on Saturday when the Christmas Eve Holiday falls on a Thursday and the Christmas Holiday falls on a Friday. I did some research on this topic. I asked Northwest Indiana Public Library Directors what they do. Their responses are indicated below:

Newton County – if the 26th is a Saturday, we are open.

Lake County – holidays are December 24 & 25; only exception is if 24 and 25 fall on Sat/Sun, then we have Monday off.

LaCrosse PL – we will be open on the 26th.

Starke County PL – We are also open if the 26th is a Saturday.

Hammond PL – If the 26th falls on a Saturday, we are open.

Goodland – We are closed on Christmas Eve Day and Christmas Day, but if the 26th is Saturday, we are open.

Crown Point PL – We would not take the Saturday after off.

Kentland PL – If Christmas Eve and Christmas Day fall on Thursday & Friday, we close that Saturday.

Porter County PL – We close on Christmas Eve and Christmas Day but if the 26th is a Saturday, we are open.

Mishawaka-Penn Harris PL – We use the same policy (referencing above).

Westchester PL – We only close on Christmas Eve and Christmas Day no matter what days of the week the days fall upon.

On one hand I can appreciate how nice it would be to be closed when the 26th falls on a Saturday, on the other hand, I feel that our community likes us to remain open on the 26th. After two days of no library, they are eager for us to be open. I wanted to let you know that this change was requested, that most of our neighboring libraries do not do this, and that **I am not recommending** that we revise the policy. **If you approve the Consent Agenda items, you will approve revisions to the Library Behavior Policy as presented.**

2014 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2014. We have selected Friday, September 5 as the date for our 2014 training day. We would meet at the Wheatfield Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 5, 2014.**

Nonresident Borrowing Fee: Our fee is presently \$66. Our per capita operating cost for 2013 was \$67.44. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed \$67.44. In the past our nonresident fee has been a round figure so setting the fee at \$68 would keep us in compliance. If you want to talk about setting a fee other than \$68, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at \$68.**

General Business

Rensselaer Public Library Status Update: Saturday, January 25, I received a phone call about more frozen and broken water pipes at the Rensselaer Library—in the main conference room where we set up temporary office space for several departments. We basically repeated mitigation as we did last time except that Service Master was on site so was a part of the early response. We lost more new materials as this leak hit our temporary office space. We lost a study carrel, some office chairs, some office supplies, and some other items. We have set up new temporary work stations in the adult public service area and are in the process of itemizing our claim. Plumbers indicated that the line that froze was an outside spigot, and it had a break the last time too. They have now re-plumbed all outside spigots to have their own shut offs (not the way they have been the last 22 years), drained the lines, and shut them off. All other areas of the library were fine. The evening before this break was discovered we had left water

running in all sinks and heat was on with no setbacks as it has been for three weeks. Only one area developed a problem and it was a doozy. Since this break occurred repairs and restoration have continued. I will provide an up to the minute report at our February board meeting, but will conclude by saying that the library is really coming along beautifully, and we are grateful! In addition, I have been in communication with architect Harry Mohler regarding our building design and ways to correct/address concerns with water line placement moving forward. I will share that news with you as well.

Annual Impact Report of Rensselaer Librarian and Youth Specialist: Linda Poortenga and Jamie Jones will present an annual report at the February Board meeting, reporting on adult and youth services.

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Director's Report

Our 2014 Budget was approved in December by the Department of Local Government Finance. While we always expect the budget to be approved, it is always a relief to receive official word.

In January I filled out and submitted our Indiana Public Library Annual Report 2013 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is currently working on her complicated and time-consuming LAR report, a financial report that must be submitted to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least \$300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We are on target to publish this report as required.

Once again we will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2014, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region.

Jerry Joseph, representing the Eagles Club, contacted me about the Eagles' desire to hold a benefit for the Rensselaer Public Library. I explained to Jerry how gifts are made to the library and how those gifts may be used, and he explained that the benefit would be held at the Eagles and would be a Dart League competition. I thought it a wonderful gesture, but since I have never been approached by anyone wishing to do a benefit for one of our libraries, I did check with our library attorneys to see what their concerns

might be. So long as the event is not held at the library, they were fine with it. They also indicated it would be fine for the Eagles to advertise that the event is for the benefit of the library.

The Indiana Library & Historical Board has charged the Indiana Public Library Standards Taskforce to conduct an initial review of the first two years of the new Public Library Standards. Directors and trustees were sought from libraries based upon both size and geographical distribution around the state. Meetings are scheduled for every other month. The taskforce will report to the ILHB of progress after each meeting. The Taskforce will make final recommendations to the ILHB by its December 12, 2014 meeting. I have been selected for this taskforce.

System Administrator News

Sheila reports, much of the month was spent attending to flood-related PC issues. In the server room, the intranet server was sitting on the floor as the server rack was full so it was damaged. The server was quickly 'virtualized' onto new server equipment to get it up and running again quickly. The mail server could not boot up after the flood so we had to remove two memory cards out of four to get the mail server back up and running. It is probable that a power surge caused damage to the memory so we are currently running on ½ memory which affects mail server speed. We can still function until we get new memory. The final server room issue involved our UPSs for servers and equipment. One backup UPS was on the floor and is dead. The other larger UPS was on the rack but would not keep a charge post flood. This issue was likely caused by a power surge as well. We have tried to fix this problem by reconditioning the battery in the large UPS. We will see how effective this is. Eleven service requests opened and 11 service requests closed.

Technical Services News

Becky sums up the month of January with the following words: cold, snow, water, cold, snow, water. Within the span of 17 days Becky's department experienced two flooding events which affected workspaces, supplies, and new materials. Twice her staff had to relocate their workspaces, evaluate loss, and get workflow and processes moving again with limited/altered resources. Cataloging and processing has resumed and they eagerly anticipate the day that they can return to their newly renovated department.

DeMotte Library News

Brenda reports that staff is spending extra time monitoring icy sidewalk conditions during these frigid winter conditions. We are using a lot of ice melt! Staff organized a Friends Appreciation Lunch to let their Friends know how much they are appreciated. Children's programs have featured penguins: Penguin Bowling and Pin the Flipper on the Penguin were organized for the story time crowd. Our homebound patrons are reading us out of house and home, according to Yvonne, Walking Book Coordinator. Oak Grove book clubs are listening to To Kill a Mockingbird and due to the holidays and

weather probably won't finish until the end of February. The lobby display case features a Disney Cars Hot Wheel collection owned by a young adult patron.

Rensselaer Library News

Linda reports, "The weather this winter thus far has been frightful. Our building has suffered greatly with broken frozen pipes, and thus restoration. But, it is receiving a nice facelift, and the work-crews are very helpful. Staff members from all the different departments are pitching in and helping each other; a true sense of camaraderie can be felt. The library offered Wii bowling, and the Adult Book Discussion still met thanks to the Carnegie Center allowing us to use their meeting room. All other programs had to be canceled because the meeting rooms are functioning as staff space. Staff has kept busy salvaging, reviewing, sorting, evaluating and discarding/shredding items, and creating new work spaces; while still performing other tasks in their job description. I have found being out of your space, tends to throw your work cycle off kilter. " Jamie reports, "My presentation went great at the Reader's Council. I spoke about new and upcoming books, books that I was excited about, possible books to utilize in the classroom, etc. I even had someone in attendance come to the library to pick up books and complimented me. He said that it was nice to have someone speak that was excited about books."

Wheatfield Library News

Diana reports that a number of program cancellations occurred because of the weather closings. Some programs have been rescheduled when possible. Book discussion this month had the highest attendance for a regular session, not a holiday or celebratory one. Participants read You Know When the Men are Gone. The new 1:00pm program time is handier for some participants who sometimes could not manage an evening start time. Rachael reports that special story times were a big hit in January: Doc McStuffins and Pete the Cat were 'headliners'. Rachael has been busy scheduling book salesmen and going over Summer Reading ideas. She started Junior Achievement for a 3rd grade class at Wheatfield Elementary, five visits with the theme of "Our City".

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

January 31, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$154,815.59	\$154,815.59	\$64,481.18	\$64,481.18	\$450,611.22
Public Library Access Card Fund	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$10,367.43	\$300.37	\$300.37	\$220.00	\$220.00	\$10,287.06
DeMotte	\$2,634.29	\$249.99	\$249.99	\$20.00	\$20.00	\$2,404.30
Rensselaer	\$5,438.24	\$24.00	\$24.00	\$0.00	\$0.00	\$5,414.24
Wheatfield	\$2,294.90	\$26.38	\$26.38	\$200.00	\$200.00	\$2,468.52
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$24.73	\$24.73	\$309,715.52
Bond & Interest Redemption Fund	\$174,293.95	\$162,540.00	\$162,540.00	\$0.00	\$0.00	\$11,753.95
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$0.00	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$1,461.00	\$0.00	\$0.00	\$8,900.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.27	\$3.27	\$1,262,323.15
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,082.00
Sales Tax	\$126.63	\$126.97	\$126.97	\$14.00	\$14.00	\$13.66
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,856.68	\$7,856.68	\$7,856.68	\$7,856.68	\$0.00
FICA Tax Collected	\$0.00	\$7,268.86	\$7,268.86	\$7,268.86	\$7,268.86	\$0.00
State Tax Collected	\$3,131.91	\$3,131.96	\$3,131.96	\$3,320.02	\$3,320.02	\$3,319.97
County Tax Collected	\$2,403.50	\$2,403.45	\$2,403.45	\$2,584.22	\$2,584.22	\$2,584.27
Deferred Comp.	\$0.00	\$3,072.40	\$3,072.40	\$3,072.40	\$3,072.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,954.43	\$2,954.43	\$2,974.65	\$2,974.65	\$14.50
Employee Life Insur.	(\$0.36)	\$209.48	\$209.48	\$209.84	\$209.84	\$0.00
Employee INPRS	\$0.00	\$2,926.14	\$2,926.14	\$2,926.14	\$2,926.14	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$349,117.33	\$349,117.33	\$94,955.99	\$94,955.99	\$2,397,190.45

Bank Balances
Jasper County Public Library
Report as of: 1/31/14

<i>Bank</i>		
1	Alliance Bank	\$880,123.51
2	Demotte State Bank	\$8,154.39
4	PNC Bank	\$8,642.55
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,397,190.45</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/14 To 1/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,228.60	\$5,228.60	\$57,816.40	8.3
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$88,792.03	\$88,792.03	\$965,761.97	8.4
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$3,735.87	\$3,735.87	\$63,442.13	5.6
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,268.89	\$7,268.89	\$83,366.11	8.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$595.66	\$595.66	\$2,924.34	16.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,914.93	\$8,914.93	\$95,136.07	8.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$9,361.53	\$9,361.53	\$169,772.47	5.2
Subtotal	\$1,562,117.00		\$1,562,117.00	\$123,897.51	\$123,897.51	\$1,438,219.49	7.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$75.00	\$75.00	\$7,925.00	0.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$119.41	\$119.41	\$14,830.59	0.8
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$194.41	\$194.41	\$41,555.59	0.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$43.75	\$43.75	\$4,956.25	0.9
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$496.32	\$496.32	\$4,503.68	9.9
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$1,560.00	\$1,560.00	\$19,626.00	7.4
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$178.13	\$178.13	\$4,021.87	4.2
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$559.42	\$559.42	\$19,440.58	2.8
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$129.99	\$129.99	\$7,870.01	1.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$14.47	\$14.47	\$1,785.53	0.8
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$2,549.18	\$2,549.18	\$25,950.82	8.9
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$3,652.30	\$3,652.30	\$26,347.70	12.2
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,223.41	\$6,223.41	\$78,776.59	7.3
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$360.60	\$360.60	\$1,639.40	18.0
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$656.15	\$656.15	\$5,043.85	11.5
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$3,011.86	\$3,011.86	\$54,988.14	5.2
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$64.95	\$64.95	\$585.05	10.0
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$159.50	\$159.50	\$2,640.50	5.7
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$8,094.39	\$8,094.39	\$97,253.61	7.7
Subtotal	\$561,324.00		\$561,324.00	\$27,754.42	\$27,754.42	\$533,569.58	4.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$0.00	\$0.00	\$39,734.00	0.0
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$1,560.74	\$1,560.74	\$148,439.26	1.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$786.03	\$786.03	\$24,213.97	3.1
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$41.13	\$41.13	\$56,871.87	0.1
Subtotal	\$271,647.00		\$271,647.00	\$2,387.90	\$2,387.90	\$269,259.10	0.9
Grand Total	\$2,436,838.00	\$0.00	\$2,436,838.00	\$154,234.24	\$154,234.24	\$2,282,603.76	6.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for **101 PUBLIC LIBR. ACCESS CAR**
Jasper County Public Library

Report Date: From **1/1/14** ***To*** **1/31/14**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>2. Supplies</i>							
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	(\$50.00)	0.0
Subtotal	\$0.00		\$0.00	\$50.00	\$50.00	(\$50.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	(\$50.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for ##### RENS/DEM & WHTFLD BIRF
Jasper County Public Library

Report Date: From 1/1/14 To 1/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$255,000.00	\$0.00	\$255,000.00	\$135,000.00	\$135,000.00	\$120,000.00	52.9
3.82 INTEREST-BONDS	\$62,780.00	\$0.00	\$62,780.00	\$27,540.00	\$27,540.00	\$35,240.00	43.9
Subtotal	\$318,410.00		\$318,410.00	\$162,540.00	\$162,540.00	\$155,870.00	51.0
Grand Total	\$318,410.00	\$0.00	\$318,410.00	\$162,540.00	\$162,540.00	\$155,870.00	51.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 165 SALES TAX

Jasper County Public Library

Report Date: From 1/1/14 To 1/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$126.97	\$126.97	(\$126.97)	0.0
Subtotal	\$0.00		\$0.00	\$126.97	\$126.97	(\$126.97)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$126.97	\$126.97	(\$126.97)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 1/1/14 To 1/31/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32750	1	BANK OF NEW YORK MELLON	1/10/14	2004 Bond Payment TAS/IMMS# 310888; Loan Account# JASLIBGOB04	\$162,540.00
0	2	ALLIANCE BANK	1/10/14	Direct Deposit Fees- December 2013	\$37.20
0	3	BILL HROMADA	1/10/14	Courier Mileage: 12/16-12/30/13	\$315.27
0	4	GREAT-WEST RETIREMENT S	1/10/14	Annuity Contributions withheld 1/10/14 Payroll	\$1,536.20
0	5	INDIANA DEPARTMENT OF RE	1/10/14	State & County Taxes withheld 1/10/14 Payroll (Ref# 87058)	\$5,535.41
0	6	IRS USA TAXPAYMENT	1/10/14	Federal Withholding, Medicare, & FICA withheld 1/10/14 Payroll (Acknowledgement# 14310779)	\$11,407.31
0	7	TOWN OF DEMOTTE	1/10/14	DeM: Water & Sewer Service- December 2013 (conf#77)	\$140.87
0	8	TOWN OF WHEATFIELD	1/10/14	Wh: Sewer Service- January 2014 (conf# 79)	\$56.65
32751	9	AARON'S LAWN CARE	1/13/14	DeM & Wh: Snow Plowing 12/9-12/16/13	\$1,090.00
32752	10	ALLIED WASTE SERVICES #71	1/13/14	Wh: Trash Service- January 2014	\$57.38
32753	11	ANTHEM BLUE CROSS BLUE	1/13/14	Health Ins. Premiums- January 2014, 17 employees	\$11,696.65
32754	12	ANTHEM LIFE	1/13/14	Life Ins. Premiums- January 2014	\$99.54
32755	13	BAKER & TAYLOR	1/13/14	Books, Continuations, AV, Auto. Yours	\$1,462.87
32756	14	BUSINESS CARD	1/13/14	Santa program expenses, Children's supplies, Teen supplies, magazine, Flickr subscription renewal, Adult Winter Read expenses, B2B expenses, AVC User Group Mtg expenses, background check	\$322.62
32757	15	CONSOLIDATED INSURANCE	1/13/14	Directors & Officers Liability Annual Premium- 2014	\$2,549.18
32758	16	CULLIGAN WATER CONDITIO	1/13/14	Wh: Water Cooler Rental-January 2014; 5 gallon drinking water-8	\$65.95
32759	17	DELTA DENTAL	1/13/14	Dental Ins. Premiums- January 2014, 17 employees	\$504.44
32760	18	DEMOTTE CHAMBER OF COM	1/13/14	Membership Dues- 2014	\$60.00
32761	19	DEPARTMENT OF HOMELAND	1/13/14	Elevator Inspection	\$120.00
32762	20	DUMAS & MAHNESMITH P.C.	1/13/14	Legal Services- Rensselaer Roofing Project	\$43.75
32763	21	ENA SERVICES LLC	1/13/14	Internet Service- December 2013	\$1,461.00
32764	22	INDIANA DEPT. OF WORKFOR	1/13/14	Correct 3rd Quarter 2013 Unemployment Compensation Pymt	\$323.30
32765	23	INDIANA DEPT. OF WORKFOR	1/13/14	4th Quarter 2013 Unemployment Compensation Pymt	\$272.36
32766	24	INDIANA STATE LIBRARY	1/13/14	PLAC Sales 4th Qtr 2013 (#068153)	\$50.00
32767	25	KAUFMAN CONSTRUCTION	1/13/14	Rens: Snow Removal 12/9-12/31/13	\$360.00
32768	26	LAFAYETTE BANK AND TRUS	1/13/14	Safe Deposit Box Rental- 2014	\$55.00
32769	27	LEARNINGEXPRESS, LLC	1/13/14	LearningExpress Library 3.0 Subscription Renewal- 1/15/14-1/14/15	\$1,560.00
32770	28	MOVIE LICENSING USA	1/13/14	Site Licenses for Movie Copyright Compliance, 2/1/14-1/31/15 - Wh & Ren Libraries (Lic #186929001)	\$480.00
32771	29	MIDDLEBURY COMMUNITY PU	1/13/14	NICCL Dues for 2014	\$50.00
32772	30	NIPSCO	1/13/14	Wh: Gas & Electric Service 12/3-12/30/13	\$2,110.54
32773	31	PDR DISTRIBUTION, LLC	1/13/14	Continuations	\$179.85
32774	32	POST TRIBUNE	1/13/14	Rens: Newspaper Subscription Renewal 1/25/14-1/24/15	\$117.00
32775	33	PRECISION CONTROL SYSTE	1/13/14	Rens: Replace ball joints on makeup air linkage & turning vanes on air handler, installed new low water cut off, tested, strong odor coming from tech services area, checked 3 diffusers & return in air, no odors coming from vents or VAV#7, put VAV#7 in manual damper 100%/900CFM to vent; DeM: VAV#3 Children's area 3-way valve packing leaking, valved off leak, VAV#5 not opening, low CFM, checked VAV box in high ceiling, coil clean, hot water valve working, found jack shift set screws loose for damper, reconnected & check operation, calibrated room sensor	\$1,441.86

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32776	34	RENSSELAER CHAMBER OF C	1/13/14	Membership Dues- 2014; Luncheon Meetings- Jun, Aug, Sep, Oct, Nov 2013	\$99.50
32777	35	ROEING CORP.	1/13/14	Labor Contract- Remaining balance on 1st quarter installment	\$1,500.00
0	36	SAGE PAYMENT SOLUTIONS	1/13/14	Merchant Processing Fees- December 2013 (automatic withdrawal on 1/3/14)	\$43.14
32778	37	STAPLES CREDIT PLAN	1/13/14	DeM: Bookcase	\$199.99
32779	38	THE LIBRARY CORPORATION	1/13/14	Enhanced Content Renewal: Mar 2014-Feb 2015; SIP Communications Protocol: Mar 2014-Feb 2015	\$6,328.00
32780	39	TRUGREEN PROCESSING CE	1/13/14	Ice Melt- 6 bags	\$75.00
32781	40	UNIQUE MANAGEMENT SERVI	1/13/14	Collections: Initial/Secondary Placements- December 2013	\$161.10
32782	41	USA TODAY	1/13/14	DeM: Newspaper subscription renewal 1/6/14-1/31/15	\$290.83
32783	42	VISION SERVICE PLAN- (IN)	1/13/14	Vision Ins. Premiums- January 2014, 17 employees	\$192.41
32784	43	WASTE MANAGEMENT	1/13/14	DeM: Trash Service- January 2014	\$80.22
32785	44	YVONNE DEL VECCHIO	1/13/14	Mileage 12/18-12/26/13: Walking Books, Book Clubs, Community Connections delivery	\$17.91
32786	45	CENTURYLINK	1/13/14	Rens: Local Phone & Fax Service January 2014	\$123.73
32787	46	NIPSCO	1/13/14	DeM: Gas & Electric Service 12/4/13-1/8/14	\$4,300.03
0	47	PAYROLL	1/10/14	PAYROLL	\$50,214.26
0	48	INPRS fbo PERF	1/10/14	INPRS Contributions 1/10/14 Payroll	\$5,975.35
0	49	PAYROLL	1/24/14	PAYROLL	\$47,542.24
0	50	AFLAC	1/24/14	Supplemental Insurance - February 2014 (Conf. #88)	\$613.75
0	51	BILL HROMADA	1/24/14	Courier Mileage: 1/1-1/15/14 (Conf. # 82)	\$191.52
0	52	CENTURYLINK	1/24/14	WH: Local Phone Service January 2014 (Conf #85)	\$39.83
0	53	CENTURYLINK	1/24/14	WH: Fax Service January 2014 (Conf #86)	\$14.57
0	54	CITY OF RENSSELAER	1/24/14	RENS: Utilities 12/9/13 - 1/9/14 (Conf. #84)	\$4,090.77
0	55	COMMUNITY MEDIA GROUP, I	1/24/14	Rensselaer Republican Subscription Acct# 0043509 2/6/14-2/5/16 (Conf. #81)	\$129.00
0	56	DENISE HAVENS	1/24/14	Substitute Courier Miles 1/2/14 (Conf #87)	\$34.72
0	57	GREAT-WEST RETIREMENT S	1/24/14	Annuity Contributions withheld 1/24/14 Payroll (Conf. #89)	\$1,536.20
0	58	INPRS fbo PERF	1/24/14	INPRS Contributions 1/24/14 Payroll	\$5,865.72
0	59	IRS USA TAXPAYMENT	1/24/14	Federal Withholding, Medicare, & FICA withheld 1/24/14 Payroll (Acknowledgement# 80090751)	\$10,987.12
0	60	INDIANA NEWSPAPERS INC. #	1/24/14	Journal & Courier Subsc, 2/1/14-1/31/15, 1/7/14 Thanksgiving Edition (Rens. Lib.) (Conf. #83)	\$241.25
0	61	INDIANA DEPARTMENT OF RE	1/24/14	Sales Tax Collected in 2013	\$126.97

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$349,117.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 03, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$349,117.33**

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,657.33	\$1,657.33
DeMotte	\$887.27	\$887.27		
Rensselaer	\$177.28	\$177.28		
Wheatfield	\$592.78	\$592.78		
PHOTOCOPIES:			\$418.65	\$418.65
DeMotte	\$190.35	\$190.35		
Rensselaer	\$47.45	\$47.45		
Wheatfield	\$180.85	\$180.85		
INTEREST (Checking, Repurchase, CDs):.....			\$71.46	\$71.46
TAXES:			\$57,121.47	\$57,121.47
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$47,176.36	\$47,176.36		
Local Option/Property Tax Repl.	\$9,945.11	\$9,945.11		
TAXABLE SALES:-.....			\$0.00	\$0.00
REFUNDS:			\$5,212.27	\$5,212.27
Rebates/Refund	\$745.00	\$745.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$100.00	\$100.00		
Miscellaneous Receipts	\$4,167.27	\$4,167.27		
Interfund Transfer	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$64,481.18	\$64,481.18
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$220.00	\$220.00
DeMotte	\$20.00	\$20.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$200.00	\$200.00		
LIB. IMPROV. RESERVE FUND:			\$24.73	\$24.73
Interest Earned	\$24.73	\$24.73		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.27	\$3.27
Interest Earned	\$3.27	\$3.27		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$0.00
SALES TAX:-----			\$14.00	\$14.00
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
SUB-TOTAL (page 1).....			\$64,743.18	\$64,743.18

WITHHOLDING ACCOUNT FUNDS:			\$30,212.81	\$30,212.81
FIT Tax Collected	\$7,856.68	\$7,856.68		
FICA Collected	\$7,268.86	\$7,268.86		
State Tax Collected	\$3,320.02	\$3,320.02		
County Tax Collected	\$2,584.22	\$2,584.22		
Deferred Comp Plan	\$3,072.40	\$3,072.40		
Pre-tax Insurance Plans	\$2,974.65	\$2,974.65		
Life Insurance	\$209.84	\$209.84		
INPRS	\$2,926.14	\$2,926.14		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$94,955.99	\$94,955.99

Voucher List**Jasper County Public Library****Report Date: From 2/1/14 To 2/10/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32788	62	AARON'S LAWN CARE	2/10/14	DeM. & Wh: Snow Removal 12/30/13-1/19/14	\$1,890.00
32789	63	ALLIED WASTE SERVICES #71	2/10/14	Wh: Trash Service- February 2014	\$57.38
32790	64	ANTHEM BLUE CROSS BLUE	2/10/14	Health Ins. Premiums- February 2014, 17 employees	\$10,471.87
32791	65	ANTHEM LIFE	2/10/14	Life Ins. Premiums- February 2014	\$98.28
32792	66	BAKER & TAYLOR ENTERTAIN	2/10/14	Playaways	\$199.98
32793	67	BAKER & TAYLOR	2/10/14	Books, Continuations, AV, Auto. Yours	\$3,094.62
32794	68	BLUETARP FINANCIAL, INC	2/10/14	Redo desk top: Lacquer thinner, brush, blue towel roll, quart lacquer	\$35.56
32795	69	BOYCE FORMS/SYSTEMS	2/10/14	Checks	\$222.24
32796	70	CARDINAL OFFICE PRODUCT	2/10/14	DeM: Quarterly maintenance agreement on work room copier 10/21/13-1/21/14	\$405.41
32797	71	CONSOLIDATED INSURANCE	2/10/14	Return check mistakenly written	\$745.00
0	72	CONSOLIDATED INSURANCE	2/10/14	Return check mistakenly written	(\$745.00)
32798	73	DELTA DENTAL	2/10/14	Dental Ins. Premiums- February 2014, 17 employees	\$451.12
32799	74	ENA SERVICES LLC	2/10/14	Internet Service- January 2014	\$1,461.00
32800	75	FASE-KALUF TV & APPLIANCE	2/10/14	Items damaged by flood: Cables, 8-port Linksys	\$195.94
32801	76	FINDAWAY WORLD, LLC	2/10/14	Playaway Views	\$1,362.82
32802	77	FLEX-PAC INC	2/10/14	Disinfectant, toilet bowl cleaner, toilet paper, paper towel rolls, m-fold towels	\$306.35
32803	78	HP PRODUCTS	2/10/14	Glass cleaner, neutral floor cleaner, 38x60 trash bags	\$207.31
32804	79	INDIANA DEPARTMENT OF EN	2/10/14	Annual public water system fee- WH	\$100.00
32805	80	JANWAY COMPANY USA, INC.	2/10/14	Zippered hanging bags	\$736.58
32806	81	JEAN LAMBERT	2/10/14	Mileage 12/2/13-1/22/14: Recycling, pickup chicken for staff christmas party, transport	\$19.36
32807	82	KARLA HAUSENFLECK	2/10/14	Children's supplies	\$21.71
32808	83	KEVIN MOORE ELECTRIC	2/10/14	Flood damages: disconnect all circuits susceptible to water damage & verify safety of workers, diconnect all equipment from outlets & inspect for damage, remove all cover plates & devices & evacuate all water from floor boxes and inspect for damage, replace devices as necessary & reinstall cover plates, reconnect all circuits & test	\$662.16
32809	84	KONE, INC.	2/10/14	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/14	\$393.39
32810	85	MELISSA J. WIDNER	2/10/14	Water for staff	\$3.98
32811	86	MIDWEST TAPE	2/10/14	DVDs	\$33.72
32812	87	NETWISE RESOURCES LLC	2/10/14	Rens & Wh staff copiers quarterly service agreement	\$568.63
32813	88	OFFICE DEPOT	2/10/14	Copy paper, CD/DVD file folders, tape, notebook filler paper, construction paper, correction tape, binder clips, gloves, soap dispensers, notepads, filament tape, monthly index	\$289.14
32814	89	POSTMASTER	2/10/14	Stamps	\$323.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32815	90	PRECISION CONTROL SYSTE	2/10/14	DeM: wet spot in ceiling, found abandoned water line with residue water in line, line froze & cap broke, replaced cap & ceiling tile: Rens: issue w/VAV8 overheating, fixed valve, verified operation, damper will not drive, left damper 100% open, valve will heat up air when needed, VAV-1 not operating, found controller database was blank, installed database & verified operation; storytime area VAV#1 very hot, found VAV Box #1 in min. position & control valve open 100%, shortened control valve to check operation, called tech, msc-V-502 controller not communicating, possible bad controller or line friver chip, tech will replace, Director's office: drip on ceiling tile, found hydraulic actuator on HW control valve leaking, put rag under valve to protect ceiling tiles, will return w/actuator & replace; VAV#1 controller not communicatin, tech had no database, reprogrammed, check operation, ok, VAV#8 hydraulic hotwater actuator leaking, changed out actuator, wired in & checked operations, ok, VAV box never mover to min. airflow, controller faulty	\$2,033.80
32816	91	QUILL CORPORATION	2/10/14	8GB flash drive, rubber cement, copy paper, index cards, construction paper, d-ring binders, pens, sticky notes, toilet bowl mops	\$158.00
32817	92	RACHAEL CAVINDER	2/10/14	Mileage 1/14-1/16/14: Preschool visits, Management meeting, KV Reading Council meeting	\$35.84
32818	93	RENSSELAER ROTARY CLUB	2/10/14	November & December 2013 dues & meals	\$88.00
32819	94	SVT, LLC	2/10/14	Adult Winter Read expenses	\$11.39
32820	95	STANLEY STEEMER	2/10/14	Flood damages: Rens; water extraction, fans, dehumidifier	\$890.00
32821	96	THOMSON REUTERS - WEST	2/10/14	Continuations	\$194.00
32822	97	TOWN OF WHEATFIELD	2/10/14	Wh: Sewer Service- February 2014	\$56.65
32823	98	VISION SERVICE PLAN- (IN)	2/10/14	Vision Ins. Premiums- February 2014, 17 employees	\$251.15
32824	99	WAL-MART COMMUNITY/GEC	2/10/14	Children's supplies, microwave, Flood expenses, DVDs	\$546.36
32825	100	WASTE MANAGEMENT	2/10/14	DeM: Trash Service- February 2014	\$80.22
32826	101	WORLD BOOK INC.	2/10/14	Encyclopedias	\$1,638.00
0	102	PAYROLL	2/10/14	PAYROLL	\$50,187.77
0	103	BILL HROMADA	2/10/14	Courier Mileage: 1/16-1/31/14 (Conf. # 91)	\$312.48
0	104	DENISE HAVENS	2/10/14	Substitute Courier Miles 1/20/14 (Conf #90)	\$34.72
0	105	GREAT-WEST RETIREMENT S	2/10/14	Annuity Contributions withheld 2/10/14 Payroll (Conf. #92)	\$1,795.00
0	106	INDIANA DEPARTMENT OF RE	2/10/14	State & County Taxes withheld 2/10/14 Payroll (Ref# 63906)	\$5,904.24
0	107	IRS USA TAXPAYMENT	2/10/14	Federal Withholding, Medicare, & FICA withheld 2/10/14 Payroll (Acknowledgement# 65253208)	\$11,546.43
0	108	INPRS fbo PERF	2/10/14	INPRS Contributions 2/10/14 Payroll	\$6,111.98
32827	109	ANTHEM BLUE CROSS BLUE	2/10/14	Administrative COBRA services-2014 (17 participants)	\$306.00
32828	110	BUSINESS CARD	2/10/14	PLA registrations (6 people), FMLA workshop registration, Library & Information Technology Division registration, Friens Luncheon expenses, Management Mtg expenses, B2B expenses	\$3,381.50
32829	111	CENTURYLINK	2/10/14	Rens: Local Phone & Fax Service February 2014	\$123.24
32830	112	COMMUNITY MEDIA GROUP, I	2/10/14	Wh: Rensselaer Republican newspaper subscription 2/26/14-2/25/15	\$129.00
32831	113	CULLIGAN WATER CONDITIO	2/10/14	Wh: Water Cooler Rental- February 2014	\$9.95
32832	114	DUMAS & MAHNESMITH P.C.	2/10/14	Legal Assistance: restricting patron access	\$306.25
32833	115	MOHLER ARCHITECTS, P.C.	2/10/14	Rens: Frozen pipe consulting	\$373.75
32834	116	NIPSCO	2/10/14	DeM & Wh: Gas & Electric Service 12/30/13-2/3/14	\$4,135.05
0	117	SAGE PAYMENT SOLUTIONS	2/10/14	Merchant Processing Fees- January 2014 (automatic withdrawal on 2/3/14)	\$44.32
32835	118	SIMPLEXGRINNELL	2/10/14	DeM & Rens: Annual Fire Alarm Test & Inspection	\$1,126.00
32836	119	TOWN OF DEMOTTE	2/10/14	DeM: Water & Sewer Service- January 2014	\$189.54

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32837	120	TRUGREEN PROCESSING CE	2/10/14	Ice Melt, 17 bags	\$212.50
32838	121	UNIQUE MANAGEMENT SERVI	2/10/14	Collections: Initial/Secondary Placements- January 2014	\$196.90
32839	122	ZIESE PLUMBING, HEATING, &	2/10/14	Rens: Repairs to water pipes due to freezing	\$5,647.75
Total Amount of Claims					\$121,669.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 10, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$121,669.33

Date this 10th day of February, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Mar

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 10, 2014, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policies for Review

General Business

Rensselaer Public Library Update (R 10)
In-House E-Device Service (R 10)

Information
Information

Director's Report (R 10-R 13)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

February 10, 2014
Rensselaer Library

Present: Natalie Waling, Jody Melton, Janet Umlauf, Janelle Harper, Timothy Schultz, Deana George, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Jamie Jones

Absent: Mari Anne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Holiday Policy review, Library Behavior Policy and revisions, Staff Development Day closure, and increasing nonresident borrowing fee to \$68 were approved as presented on a motion by J. Melton and seconded by N. Waling. Motion passed.

Rensselaer Public Library Status Update: Saturday, January 25, the Rensselaer Library experienced more frozen and broken water pipes in the main conference room where temporary office space for several departments had been set up. Mitigation was repeated. We lost more new materials, a study carrel, office chairs, and supplies. New temporary work stations were set up in the adult public service area. Plumbers indicated that the line that froze was an outside spigot, and it had a break the last time too. They have now re-plumbed all outside spigots to have their own shut offs, drained the lines, and shut them off. P. Stringfellow shared that repairs and restoration have continued and we are hoping to open to the public on Wednesday, February 12. Painting is complete in the public areas, and the conference room is almost ready for staff to move back into. When the Library reopens, the public will have access to all services except the meeting rooms as staff will still have their temporary office spaces in them until the new tile and carpet is installed in the staff areas. Currently, we are expecting the carpet to be delivered near the end of March with installation happening beginning of April. Tile should be replaced in Technical Services, the back hallway, and the staff lounge before then. We are working on our insurance claims for IT, materials, furniture, and supplies. We will have two separate claims due to having two separate incidents. P. Stringfellow had architect, Harry Mohler, come and walk through the Library so that he could give us his thoughts on the water pipe issue. He indicated that the pipes are freezing because they are on the cold side of the insulation in the attic; the way the insulation is laying is no longer allowed by Indiana Energy Code, and that freezing is most likely around the perimeter due to soffit vents designed to let outside air in. Some possible solutions would be installing vented insulated decking, turning off the water to all the outside hose bibs (already complete), insulating the entire library in a manner similar to the storage attic, and spraying on adhesive foam to the bottom of roof deck.

Annual Impacts – Report of Rensselaer Librarian and Youth Specialist: L. Poortenga, Rensselaer Library Headquarters Librarian, reported that wireless statistics have skyrocketed this year due to students in grades 3-12 receiving iPads. Students are seen around the library inside & outside utilizing our free wireless service. The Library started offering Playaway Views this year. The Playaway Demo Day was highly successful and included giveaways of ear buds and car adapters. The Hero Tree open house was held on Veteran's Day with some World War veterans in attendance to place their ornaments on the tree. An incredibly successful program this year was the sashay scarf program. This class had to be repeated three times to meet the interest and local retailers even sold out of the yarn and hook needed for the class. Our free exam proctoring service, notary, and Overdrive/E-Reader training continue to be popular with patrons.

During the burst pipes/flooding/restoration, staff has continued to work nonstop as a team with their humor intact. Staff has creatively tried to still serve the public by calling patrons to schedule times to pickup holds and moving the tax forms into the foyer so patrons could access them. L. Poortenga's favorite patron quote came during our flood closure when a patron called to say, "I'm going through withdrawal, just needed to call!"

J. Jones, Rensselaer Library Youth Services Librarian, reported having a little boy with a speech problem attend Summer Reading for the first time. He was unable to express himself well verbally, speaking only one word at a time. Through his interaction at the Library with other children, doing crafts, being read to and watching the new Playaway Views, his speech overwhelmingly improved. His parent commented on how Summer Reading had helped him. We have a magazine called Kiki, which is targeted at 'tween' girls. One of our regular patrons checks out this magazine and through it discovered her passion for fashion. She has submitted artwork to the magazine which was featured in a fall issue and had also been chosen as a model for the magazine. She is featured in the Feb/Mar issue. The Library provided her with these opportunities. Programming for National Library Week included our first Stuffed Animal Sleep-Over. It was a huge success with roughly ten animals attending and kids still talking about it at the start of the new school year. Teen program attendance has been improving. Teens attended a zombie party where they played an apocalypse game, did zombie make-up, and ate jello brains. The Hunger Games Party to celebrate the release of the movie, Catching Fire, was also well attended. The Diary of a Wimpy Kid Book Release Party was the most successful program of 2013 with over 20 kids attending. They played trivia games, stinky cheese (a twist on Old Maid) and talked about their favorite books. At the end of the party two copies of the newest Diary of a Wimpy Kid book were given away.

Oath of Office – Treasurer: J. Harper, Treasurer took the Oath of Office and signed the bond document.

Director's Report: Jerry Joseph, representing the Eagles Club, contacted the Library about the Eagles' desire to hold a benefit for the Rensselaer Public Library. P. Stringfellow explained to him how gifts are made to the library and how those gifts may be used, and he explained that the benefit would be held at the Eagles and would be a Dart League competition. P. Stringfellow checked with the Library's attorney to see if he had any concerns and he was fine with it as long as the event was not held at the Library. He also indicated that it would be fine for the Eagles to advertise that the event is for the benefit of the Library.

The Indiana Library & Historical Board has charged the Indiana Public Library Standards Taskforce to conduct an initial review of the first two years of the new Public Library Standards. Meetings are scheduled for every other month with the Taskforce making final recommendations to the ILHB by its December 12, 2014 meeting. P. Stringfellow has been selected to serve on this Taskforce.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:48 PM.


Deana George, Secretary


Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
February 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	25	1	4	30
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	3	0	1	4
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	2	1	33
Blu-Ray (DBR)	112	0	0	112
Books on CD (DBKCD)	172	5	1	178
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	228	6	1	235
Digital Audiobooks (DDA)	10	0	0	10
DVD (DDVD)	1388	8	6	1402
Equipment (DEQP)	43	0	1	44
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	25	0	0	25
Fiction (DFIC)	624	8	17	649
Fiction Fantasy (DFICF)	8	0	2	10
Fiction Mystery (DFICM)	81	2	0	83
Fiction New (DFICNEW)	358	16	5	379
Fiction Science Fiction (DFICSF)	6	1	1	8
Fiction Western (DFICW)	23	0	0	23
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	56	0	1	57
Hanging Bags (DHANG)	11	0	0	11
ILL (DILL)	59	3	0	62
Internet (DINTER)	762	0	0	762
Juv. Audio book (DJAUDB)	12	1	0	13
Juv. Biography (DJBIO)	33	3	8	44
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	0	0	21
Juvenile Easy (DJE)	599	7	2	608
Juv. Easy Non-fiction (DJENF)	41	0	0	41
Juv. Easy Reader (DJER)	338	1	1	340
Juv. Fiction (DJFIC)	397	22	16	435
Juv. Holiday books (DJHOL)	42	0	0	42
Juv. Magazine (DJMAG)	52	3	0	55
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	326	6	16	348
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	84	0	1	85

Large Print Fiction (DLPF)	199	15	0	214
Large Print Nonfic (DLPNF)	11	1	1	13
Magazine (DMAG)	715	7	12	734
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	2	0	17
Nonfiction 100 (DNF100)	14	1	0	15
Nonfiction 200 (DNF200)	17	2	0	19
Nonfiction 300 (DNF300)	56	5	5	66
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	29	2	1	32
Nonfiction 600 (DNF600)	207	9	5	221
Nonfiction 700 (DNF700)	56	2	1	59
Nonfiction 800 (DNF800)	8	3	0	11
Nonfiction 900 (DNF900)	45	0	4	49
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	112	2	0	114
Nonfiction (DNFIC)	1	0	1	2
Nonfiction New (DNFNEW)	99	9	13	121
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	22	0	0	22
Software (DSWAR)	28	0	0	28
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	11	0	0	11
YA Audio book (DYAUSB)	8	0	0	8
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	133	2	7	142
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	1	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	7	3	12
Blu-Ray (RBR)	0	113	0	113
Books on CD (RBKCD)	0	105	0	105
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	120	3	123
Digital Audiobooks (RDA)	0	19	0	19
DVD (RDVD)	31	1413	18	1462
Equipment (REQP)	0	5	0	5
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	26	0	26
Fiction (RFIC)	26	345	15	386
Fiction New (RFICNEW)	13	193	7	213

Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	74	0	74
Hanging Bag (RHANG)	1	8	0	9
ILL (RILL)	2	51	0	53
Internet (RINTER)	0	598	0	598
Juv. Audio book (RJAUDB)	1	5	0	6
Juv. Biography (RJBIO)	0	23	4	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	22	1	23
Juvenile Easy (RJE)	9	301	1	311
Juv. Easy Non-fiction (RJENF)	0	60	0	60
Juv. Easy Reader (RJER)	7	223	0	230
Juv. Fiction (RJFIC)	12	273	4	289
Juv. Magazine (RJMAG)	0	26	0	26
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	254	1	258
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	1	101	1	103
Large Print Fiction (RLPF)	17	236	3	256
Large Print Nonfic (RLPNF)	1	15	0	16
Magazine (RMAG)	1	529	0	530
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	8	1	10
Non-Fiction 100 (RNF100)	0	14	3	17
Non-Fiction 200 (RNF200)	2	11	0	13
Non-Fiction 300 (RNF300)	4	39	2	45
Non-Fiction 400 (RNF400)	1	9	0	10
Non-Fiction 500 (RNF500)	1	14	0	15
Non-Fiction 600 (RNF600)	11	120	5	136
Non-Fiction 700 (RNF700)	3	63	0	66
Non-Fiction 800 (RNF800)	1	9	0	10
Non-Fiction 900 (RNF900)	2	28	0	30
Nonfiction Blu-Ray (RNFBFR)	0	1	3	4
Nonfiction DVD (RNFDVD)	4	128	1	133
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	146	4	160
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	11	0	11
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	6	0	7
YA Biography (RYAB)	1	0	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	89	5	104
YA Music CD (RYACD)	1	43	0	44
YA Nonfiction (RYANF)	1	10	2	13
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	27	29
Blu-Ray (WBR)	0	0	129	129
Books on CD (WBKCD)	23	11	113	147
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	11	4	187	202
Digital Audiobooks (WDA)	0	0	23	23
DVD (WDVD)	15	10	1781	1806
Equipment (WEQP)	0	0	19	19
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	15	15
Fiction (WFIC)	33	12	353	398
Fiction Fantasy (WFICF)	1	0	5	6
Fiction Mystery (WFICM)	7	6	47	60
Fiction New (WFICNEW)	24	11	300	335
Fiction Science Fiction (WFICSF)	0	0	6	6
Fiction Western (WFICW)	1	0	8	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	13	13
Hanging Bags (WHANG)	0	0	5	5
ILL (WILL)	0	0	45	45
Internet (WINTER)	0	0	420	420
Juv. Audio book (WJAUDB)	0	0	6	6
Juv. Biography (WJBIO)	0	3	8	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	1	1
Juvenile Easy (WJE)	31	10	411	452
Juv. Easy Non-fiction (WJENF)	3	0	51	54
Juv. Easy Reader (WJER)	9	0	376	385
Juv. Fiction (WJFIC)	30	14	326	370
Juv. Magazine (WJMAG)	0	0	22	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	22	6	257	285
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	4	0	49	53
Large Print Fiction (WLPF)	16	11	93	120
Large Print Nonfic (WLPNF)	2	0	11	13
Magazine (WMAG)	9	0	354	363
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	2	0	7	9
Non-Fiction 200 (WNF200)	3	1	15	19
Non-Fiction 300 (WNF300)	0	2	30	32
Non-Fiction 400 (WNF400)	0	0	4	4

Non-Fiction 500 (WNF500)	1	0	10	11
Non-Fiction 600 (WNF600)	9	5	107	121
Non-Fiction 700 (WNF700)	0	2	24	26
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	3	0	30	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	7	4	129	140
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	2	100	112
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	2	17	20
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	12	12
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	2	0	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	5	157	182
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	8	9
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8262	6186	6345	20793

CIRCULATION BY HOLDINGS CODE
February 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	25	1	4	30
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	3	0	1	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	10	31	74
Blu-Ray (BR)	114	114	132	360
Books on CD (BKCD)	195	121	114	430
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	239	130	191	560
Digital Audiobooks (DA)	10	19	23	52
DVD (DVD)	1434	1431	1805	4670
Equipment (EQP)	43	5	20	68
See librarian (ERR)	0	0	0	0

Express Book (EXP)	25	26	15	66
Fiction (FIC)	683	365	385	1433
Fiction Fantasy (FICF)	9	0	7	16
Fiction Mystery (FICM)	88	8	47	143
Fiction New (FICNEW)	395	220	312	927
Fiction Science Fiction (FICSF)	6	1	7	14
Fiction Western (FICW)	24	0	8	32
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	56	74	14	144
Hanging Bags (HANG)	12	8	5	25
ILL (ILL)	61	54	45	160
Internet (INTR)	762	598	420	1780
Juv. Audio book (JAUDB)	13	6	6	25
Juv. Biography (JBIO)	33	29	20	82
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	22	2	45
Juvenile Easy (JE)	639	318	414	1371
Juv. Easy Non-Fiction (JENF)	44	60	51	155
Juv. Easy Reader (JER)	354	224	377	955
Juv. Fiction (JFIC)	439	309	346	1094
Juv. Holiday (JHOL)	42	0	0	42
Juv. Magazine (JMAG)	52	29	22	103
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	351	266	274	891
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	3	2	9
Juv. Toddler (JTOD)	89	101	51	241
Large Print Fiction (LPF)	232	262	96	590
Large Print Nonfic (LPNF)	14	16	12	42
Magazine (MAG)	725	536	366	1627
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	17	10	5	32
Non-Fiction 100 (NF100)	16	15	10	41
Non-Fiction 200 (NF200)	22	14	15	51
Non-Fiction 300 (NF300)	60	46	37	143
Non-Fiction 400 (NF400)	1	9	4	14
Non-Fiction 500 (NF500)	31	16	11	58
Non-Fiction 600 (NF600)	227	134	117	478
Non-Fiction 700 (NF700)	59	67	25	151
Non-Fiction 800 (NF800)	9	12	0	21
Non-Fiction 900 (NF900)	50	28	34	112
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	123	134	130	387
Nonfiction (NFIC)	1	0	1	2
Nonfiction New (NFNEW)	119	157	117	393
Nonfiction VHS (NFVH)	3	0	0	3
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	61	57	43	161
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	22	4	0	26
Software (SWAR)	29	13	17	59
Vertical File (VF)	0	0	4	4
VHS	11	0	12	23
YA Audio book (YAUDB)	9	6	0	15
YA Biography (YAB)	1	0	3	4
YA Books on CD (YABKCD)	2	0	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	163	96	169	428
YA Music CD (YACD)	1	43	0	44
YA Nonfiction (YANF)	12	11	10	33
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	1	4
				0
Free reads	641	271	129	1041
Games/Puzzles	15	0	0	15
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8979	6514	6520	22013

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2106	1153	1007	4266
Nonfiction	803	654	507	1964
CHILDREN'S BOOKS				
Fiction	1546	953	1192	3691
Nonfiction	476	358	347	1181
YA BOOKS				
Fiction	222	170	184	576
Nonfiction	13	11	13	37
Magazines, Adult	725	536	366	1627
Magazines, Children	52	29	22	103
Sound Recordings, adult	455	276	329	1060
Sound Recordings, ch	47	79	13	139
Online databases	0	0	0	0
Software	29	13	17	59
Vertical file	0	0	4	4
VHS/DVD/Blu-Ray	1685	1679	2079	5443
Equipment	43	5	20	68
Total	8202	5916	6100	20218
A-V Circulation	2216	2047	2438	6701
A-V Circulation as % of total	27.0%	34.6%	40.0%	33.1%

February 2014

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
22,085	21,835	13,533	13,586	14,301	14,399
19,867	19,961	20,417	20,601	10,119	10,193
Fiction					
Nonfiction					
CHILDREN'S BKS					
14,949	14,995	12,863	12,691	11,178	11,246
8,230	8,254	6,713	6,792	5,842	5,866
Fiction					
Nonfiction					
YA BOOKS					
2,190	2,215	3,051	2,999	2,367	2,407
585	595	749	756	132	134
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0
Games, Toys					
3,578	3,602	4,020	4,041	4,076	4,022
Sound Rec/Adult					
755	755	600	598	832	832
Sound Rec/Child					
18	18	29	29	7	7
Online Databases					
213	213	333	333	172	172
Software					
0	0			4	4
Vertical Files					
4,508	4,499	7,229	7,227	4,095	4,091
VHS/DVD/Blu-ray					
118	118	142	142	57	57
Equipment					
77,096	77,060	69,699	69,815	53,182	53,430
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2014

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	129	28	195	42	210	46	534	116
LOCAL HISTORY								
In person	5	1	5	1	0	0	10	3
Letters written	4	4	3	3	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	762	32	598	25	420	18	1780	74
Internet use-Wireless	1704		1549		1099		4352	
Computer software used	163	14	99	8	86	7	348	29
VCR Use	0	0	0	0	1	0	1	0
Microforms	45	6	28	4	0	0	73	10
CD ROM/Online databases	174	15	79	7	79	7	332	28
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	2	1	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	57	57	18	12	0	0	75	50
Notarized documents	16	4	18	5	4	1	38	10
Meeting Room Use (no. of group)	35	12	0	0	26	9	61	20
Study room use	22	2	0	0	19	2	41	3
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	2	0	6	0	8	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							797	
IN-HOUSE USE ITEMS	197		90		203		490	
SELF-CHECKOUT USE	321		515		374		1210	
INTERLIBRARY LOANS								
Requests made for:	66	17	72	18	42	11	180	45
Items rec'd for:	61	31	57	29	43	22	161	81
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8554	8723	5053	22330
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	375	549	133	1057
Number of New Patrons Added	50	28	27	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0
Children's Programs (0-13)	13	78	2	12	16	96	31
Number attending	180		26		474		680
YA Programs (14-17)	2	12	0	0	1	6	3
Number attending	2		0		5		7
Adult Programs	4	24	2	12	0	0	6
Number attending	109		16		33		158
Senior Citizen Programs	7	42	0	0	4	24	11
Number attending	75		16		24		115
Total Number of Programs	26	156	4	24	21	126	51
Total Persons Attending	366		58		536		960
Total Attending Same Month Last Yr.	291		197		301		789
Total Staff Hours Spent		377		177		247	801
Total Number of In-House Program	24		3		11		38
Total Attendance	336		38		177		551
Total Number of Outreach Program	2		1		10		13
Total Attendance	30		20		359		409

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6196	76.0%	3610	61.6%	4244	70.1%	14050	70.0%
Corporate	38	0.5%	56	1.0%	0	0.0%	94	0.5%
Juvenile 0-11	71	0.9%	27	0.5%	62	1.0%	160	0.8%
Juvenile-AV	959	11.8%	857	14.6%	869	14.4%	2685	13.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	217	2.7%	268	4.6%	67	1.1%	552	2.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	3	0.0%	5	0.1%	6	0.1%	14	0.1%
Reciprocal YA	6	0.1%	2	0.0%	0	0.0%	8	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	43	0.7%	0	0.0%	43	0.2%
Staff	378	4.6%	697	11.9%	443	7.3%	1518	7.6%
Walking books	87	1.1%	114	1.9%	0	0.0%	201	1.0%
YA 12-17	36	0.4%	69	1.2%	23	0.4%	128	3.1%
YA-AV	165	2.0%	108	1.8%	340	5.6%	613	3.1%
Total	8156		5859		6054		20069	
All items borrowed by nonresidents	226	2.8%	321	5.5%	73	1.2%	620	3.1%

**Salary Ordinance 2014
Updated 3/10/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Erica Hearne	Page	\$7.25	2/18/14	10	D
Marina Bryant	Clerk	\$9.67	3/1/14	12	R

We have hired Erica Hearne as a new DeMotte Page, replacing Grace Huddleston who resigned in December to attend college. We have promoted Marina Bryant from page to clerk, replacing Rebecca Capehart who resigned as she will soon get married.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 3/10/14.

<u>Jody McArthur</u>	<u>Timothy M. Schurz</u>
<u>Mari Anne Sayler</u>	<u>Debbie Wilson</u>
<u>Kristin A. Waling</u>	<u>_____</u>
<u>Janet Amelang</u>	<u>_____</u>

Director's Report February 2014

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2014 Salary Ordinance.**

Policies for Review: Three policies are up for review in March: the JCPL Public Purchase Policy, JCPL Board Code of Ethics, and Staff Complaint Policy. No revisions are recommended to these policies.

General Business

Rensselaer Public Library Update: I have provided an update in my Director's report. I will bring you an up-to-minute report at our meeting. In addition we will continue our discussion about Architect Harry Mohler's inspection of and recommendations regarding our domestic water pipes.

In-House E-Device Service: A year ago we applied for a grant offered through the State Library for the purchase of three iPads to be used by patrons in each of our libraries to access digital magazines. Happily we were awarded the grant and had one year to proceed with this grant project. In 2013 we purchased the iPads. In 2014 we purchased protective covers and have acquired Next Issue, an online service that brings the world's greatest magazines to life on digital devices. Offering access to digital magazines is a new trend in libraries as publishers cease their print publications, replacing with digital access. Currently staff are becoming familiar with our iPads loaded with Next Issue, but by the end of the month, we plan to check these out for in-house use only via patron card. 133 magazines will then be accessible via iPad. We have locked down some of the iPad functionality. It is our intention to go live by the end of March.

Director's Report:

Rensselaer Library opened to the public on February 12 much to the happiness of patrons and staff. We have submitted all of our claims for lost equipment, supplies, materials, furniture, computers, and plumbing and electrical work. We have received one check from our insurance company and expect more to arrive any day. Tile is on order. Our old tile is no longer available so we had to select a new pattern. It is similar to our old pattern. Carpet should be in at the end of March. We have not yet ordered replacement furniture nor discarded the old. We are waiting for our insurance adjustor to

process furniture claims which were the last claims he received from us. Our insurance company considers these floods two separate losses which necessitates our keeping separate records. Initially we were told they would be considered one loss, but this changed. We were also told initially that our pipe repairs would not be covered by insurance. Since our pipes broke due to freezing, the repairs are covered. The State Board of Accounts advised that we set up an Insurance Settlement Fund. We will receipt insurance money into this fund and pay bills out of this fund.

On February 17 we did experience a bit of ice damming at the DeMotte Library on the west side of the building which led to a few wet ceiling tiles. I contacted Hamstra Group who came out right away to verify that this was not a domestic water pipe leak but ice damming. They were able to help us melt ice that had built up on the roof edge and in the gutters to get runoff moving appropriately again. I have spoken with architect, Harry Mohler, and Karl Whitaker, project manager for Hamstra Group. We put a new roof on the DeMotte Library in 2008 and included insulated decking to eliminate problems with ice damming, and we have been fine for six years. Karl indicated that he has looked at our roof and insulated decking and finds that the application was proper. We only had failure in one area this winter. The area that experienced trouble is just south of the main entryway. Harry said that the design of the entryway pushes water to the side so that it does not come down onto our heads at the entrance. There was then a greater volume of snow, ice, and melting water in that area. Harry and Karl are still considering if anything further needs to be done in this specific area for upcoming seasons.

In early January I heard from Standard & Poor's Ratings Services who at that time maintained a rating of 'A+/stable' on our library district's bonds. (These are the bonds associated with the Wheatfield Library Building Project). It was time for a review. Standard & Poor's periodically reviews its credit ratings as part of a routine surveillance process, drawing on audits and other disclosure documents for updated information, as well as conversations with the issuers themselves. They also asked several questions regarding the district. We answered these questions via emailed documents and via a telephone interview, completing our review on February 7. A few days later we received a telephone call from Standard & Poor's who indicated that we are in very good financial shape and that our A+ rating is affirmed. A paper report followed and is on file in the business office.

The University of Washington Information School has created an Impact Survey for public libraries to use to gain insight into how library technology is used in their community and its impact. Since this is the year for our User/Non User Survey we will use a combination of the Impact Survey and a short Survey Monkey survey to assess how we are serving our community. Survey Monkey will address topics not necessarily related to technology or questions not included in the Impact Survey. The surveys will be available via our library website. The Impact Survey will be available April 1-15, and the Survey Monkey survey will come a bit later.

Staff Development Day plans are underway. Content will include: INSPIRE, Readers Advisory; a roundtable (books, TV shows, movies, music, and apps); a staff photo; Outreach; staff anniversary recognition; fire extinguisher training; and a database learning activity. Several of these sessions will be presented by State Library trainers and LEUs will be earned.

Since our last Long Range Plan/Technology Plan Update we have completed the following: began investigating alternative wireless printing options; filed 470 application for e-rate; added Consumer Reports and Learning Express databases to our website; promoted and encouraged myjcpl website use during Rensselaer Flood; designated computer troubleshooters when special committees were reviewed; reviewed special committees; completed quarterly building inspection reports; attended Books to Bridge meetings; registered for PLA; reviewed emergency procedures; began planning Staff Development Day; completed various annual reports: Annual Report for State Library, LAR, 100-R, Debt Service, OPEB; distributed W2s and 1099s; participated in KV Reading Council meetings & made presentation; worked on finalizing LSTA grant work; participated in Junior Achievement as presenter; pre-school visits; offered adult winter reading programs.

Systems Administrator News

Sheila attended a Counterparts Meeting, a Positivity Meeting, and Reboot 2014: a Conference for the Library & Information Technology Division of the Indiana Library Federation this month.

She filed 470 as the first part of the e-rate grant process to request discounts on telephone service and set up iPads for magazine in-house use as a part of our LSTA grant project. In addition she set up a temporary network and all staff pcs for our temporary work stations and compiled a list of flood-damaged equipment and sought quotes for replacement equipment.

Technical Services News

Becky compiled a list of lost items for our insurance claims and gave lists of lost items to our librarians so that they could create new orders to replace what was lost. We have now begun to order those replacement items.

We have concentrated on cataloging and processing materials that have moved with us through three changes of work area and have been able to catalog a large number of items that have moved with us. We are getting our workflow going. We've been receiving Automatically Yours items and have placed them on temporary shelves provided by Rayann and her husband who happened to have some in storage.

DeMotte Library News

Brenda reports, "As the month flew by we are trying to get back into a routine that does not include weather [-related] closings. Several programs are keeping us busy as well as patrons happy. The kids are filling up our story hours and toddler times. Adults are attending computer classes and plans are flowing for big programming to come."

Brenda has invited Purdue Extension to provide an 8-week program entitled, A Matter of Balance: a Class for Seniors. This award winning program is designed to help seniors manage falls and increase activity levels.

Rensselaer Library News

The library opened to the public again on February 12, and Linda reports, "patrons are very happy we are open again! ... We had minimal programs this month because of closing and lack of meeting space. The adult book discussion was once again held at the [Carnegie Center] with wonderful attendance."

Jamie reports that her department is "in full swing for planning programs for April as well as further preparation for summer reading."

Wheatfield Library News

Barb Lucas is displaying her beautiful bird photographs on the art wall for March and April. She will make a presentation on April 10 at 6pm, the Return of the Bald Eagle to our area. She will also discuss backyard bird feeding.

Rachael reports full registrations for story time programs this session with a lot of 'young' ones who need extra help, especially during crafts. Purdue Extension Coordinator, Alice Smith, presented two block parties for ages 6-months to 6-years. These programs are both fun and educational.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

February 28, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$160,137.84	\$314,953.43	\$60,505.61	\$124,986.79	\$350,978.99
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$10,367.43	\$126.75	\$427.12	\$1,321.22	\$1,541.22	\$11,481.53
DeMotte	\$2,634.29	\$109.38	\$359.37	\$180.00	\$200.00	\$2,474.92
Rensselaer	\$5,438.24	\$15.37	\$39.37	\$55.00	\$55.00	\$5,453.87
Wheatfield	\$2,294.90	\$2.00	\$28.38	\$1,086.22	\$1,286.22	\$3,552.74
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$26.30	\$51.03	\$309,741.82
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$162,540.00	\$0.00	\$0.00	\$11,753.95
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$0.00	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$2,922.00	\$0.00	\$0.00	\$7,439.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.17	\$6.44	\$1,262,326.32
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,082.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$7.08	\$21.08	\$20.74
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,801.37	\$15,658.05	\$7,801.37	\$15,658.05	\$0.00
FICA Tax Collected	\$0.00	\$7,171.86	\$14,440.72	\$7,171.86	\$14,440.72	\$0.00
State Tax Collected	\$3,131.91	\$3,320.02	\$6,451.98	\$3,244.15	\$6,564.17	\$3,244.10
County Tax Collected	\$2,403.50	\$2,584.22	\$4,987.67	\$2,535.46	\$5,119.68	\$2,535.51
Deferred Comp.	\$0.00	\$3,590.00	\$6,662.40	\$3,590.00	\$6,662.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$3,554.82	\$6,509.25	\$3,522.52	\$6,497.17	(\$17.80)
Employee Life Insur.	(\$0.36)	\$198.48	\$407.96	\$198.48	\$408.32	\$0.00
Employee INPRS	\$0.00	\$2,885.96	\$5,812.10	\$2,885.97	\$5,812.11	\$0.01
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$192,832.32	\$541,949.65	\$92,813.19	\$187,769.18	\$2,297,171.32

Bank Balances***Jasper County Public Library******Report as of: 2/28/14***

<i>Bank</i>		
1	Alliance Bank	\$779,785.77
2	Demotte State Bank	\$8,370.38
4	PNC Bank	\$8,745.17
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,297,171.32</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/14 To 2/28/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$10,534.34	\$52,510.66	16.7
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$87,903.69	\$176,695.72	\$877,858.28	16.8
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$3,802.79	\$7,538.66	\$59,639.34	11.2
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,171.87	\$14,440.76	\$76,194.24	15.9
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$595.66	\$2,924.34	16.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,825.51	\$17,740.44	\$86,310.56	17.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$8,138.59	\$18,081.47	\$161,052.53	10.1
Subtotal	\$1,562,117.00		\$1,562,117.00	\$121,148.19	\$245,627.05	\$1,316,489.95	15.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$222.24	\$222.24	\$377.76	37.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$343.87	\$343.87	\$7,656.13	4.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$556.17	\$556.17	\$5,943.83	8.6
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$248.06	\$323.06	\$7,676.94	4.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$888.21	\$1,007.62	\$13,942.38	6.7
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$2,258.55	\$2,452.96	\$39,297.04	5.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$306.25	\$350.00	\$4,650.00	7.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$679.75	\$1,176.07	\$3,823.93	23.5
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$0.00	\$1,560.00	\$19,626.00	7.4
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$0.00	\$12,300.00	0.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$128.03	\$306.16	\$3,893.84	7.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$323.00	\$323.00	\$2,677.00	10.8
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$714.88	\$1,274.30	\$18,725.70	6.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$3,328.12	\$3,458.11	\$4,541.89	43.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$34.67	\$49.14	\$1,750.86	2.7
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$2,549.18	\$25,950.82	8.9
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$4,327.14	\$7,979.44	\$22,020.56	26.6
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$4,714.42	\$10,937.83	\$74,062.17	12.9
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$275.27	\$635.87	\$1,364.13	31.8
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$573.35	\$1,229.50	\$4,470.50	21.6
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$11,223.71	\$14,235.57	\$43,764.43	24.5
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$74.90	\$575.10	11.5
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$32.00	\$191.50	\$2,608.50	6.8
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$2,771.95	\$10,866.34	\$94,481.66	10.3
Subtotal	\$561,324.00		\$561,324.00	\$29,442.49	\$57,196.91	\$504,127.09	10.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$260.94	\$260.94	\$39,473.06	0.7
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$4,895.69	\$6,456.43	\$143,543.57	4.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$129.00	\$915.03	\$24,084.97	3.7
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$2,002.98	\$2,044.11	\$54,868.89	3.6
Subtotal	\$271,647.00		\$271,647.00	\$7,288.61	\$9,676.51	\$261,970.49	3.6
Grand Total	\$2,436,838.00	\$0.00	\$2,436,838.00	\$160,137.84	\$314,953.43	\$2,121,884.57	12.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 2/1/14 To 2/28/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$2,922.00	(\$2,922.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$2,922.00	(\$2,922.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$2,922.00	(\$2,922.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 2/1/14 To 2/28/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32788	62	AARON'S LAWN CARE	2/10/14	DeM. & Wh: Snow Removal 12/30/13-1/19/14	\$1,890.00
32789	63	ALLIED WASTE SERVICES #71	2/10/14	Wh: Trash Service- February 2014	\$57.38
32790	64	ANTHEM BLUE CROSS BLUE	2/10/14	Health Ins. Premiums- February 2014, 17 employees	\$10,471.87
32791	65	ANTHEM LIFE	2/10/14	Life Ins. Premiums- February 2014	\$98.28
32792	66	BAKER & TAYLOR ENTERTAIN	2/10/14	Playaways	\$199.98
32793	67	BAKER & TAYLOR	2/10/14	Books, Continuations, AV, Auto. Yours	\$3,094.62
32794	68	BLUETARP FINANCIAL, INC	2/10/14	Redo desk top: Lacquer thinner, brush, blue towel roll, quart lacquer	\$35.56
32795	69	BOYCE FORMS/SYSTEMS	2/10/14	Checks	\$222.24
32796	70	CARDINAL OFFICE PRODUCT	2/10/14	DeM: Quarterly maintenance agreement on work room copier 10/21/13-1/21/14	\$405.41
32797	71	CONSOLIDATED INSURANCE	2/10/14	Return check mistakenly written	\$745.00
0	72	CONSOLIDATED INSURANCE	2/10/14	Return check mistakenly written	(\$745.00)
32798	73	DELTA DENTAL	2/10/14	Dental Ins. Premiums- February 2014, 17 employees	\$451.12
32799	74	ENA SERVICES LLC	2/10/14	Internet Service- January 2014	\$1,461.00
32800	75	FASE-KALUF TV & APPLIANCE	2/10/14	Items damaged by flood: Cables, 8-port Linksys	\$195.94
32801	76	FINDAWAY WORLD, LLC	2/10/14	Playaway Views	\$1,362.82
32802	77	FLEX-PAC INC	2/10/14	Disinfectant, toilet bowl cleaner, toilet paper, paper towel rolls, m-fold towels	\$306.35
32803	78	HP PRODUCTS	2/10/14	Glass cleaner, neutral floor cleaner, 38x60 trash bags	\$207.31
32804	79	INDIANA DEPARTMENT OF EN	2/10/14	Annual public water system fee- WH	\$100.00
32805	80	JANWAY COMPANY USA, INC.	2/10/14	Zippered hanging bags	\$736.58
32806	81	JEAN LAMBERT	2/10/14	Mileage 12/2/13-1/22/14: Recycling, pickup chicken for staff christmas party, transport	\$19.36
32807	82	KARLA HAUSENFLECK	2/10/14	Children's supplies	\$21.71
32808	83	KEVIN MOORE ELECTRIC	2/10/14	Flood damages: disconnect all circuits susceptible to water damage & verify safety of workers, disconnect all equipment from outlets & inspect for damage, remove all cover plates & devices & evacuate all water from floor boxes and inspect for damage, replace devices as necessary & reinstall cover plates, reconnect all circuits & test	\$662.16
32809	84	KONE, INC.	2/10/14	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/14	\$393.39
32810	85	MELISSA J. WIDNER	2/10/14	Water for staff	\$3.98
32811	86	MIDWEST TAPE	2/10/14	DVDs	\$33.72
32812	87	NETWISE RESOURCES LLC	2/10/14	Rens & Wh staff copiers quarterly service agreement	\$568.63
32813	88	OFFICE DEPOT	2/10/14	Copy paper, CD/DVD file folders, tape, notebook filler paper, construction paper, correction tape, binder clips, gloves, soap dispensers, notepads, filament tape, monthly index	\$289.14
32814	89	POSTMASTER	2/10/14	Stamps	\$323.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32815	90	PRECISION CONTROL SYSTE	2/10/14	DeM: wet spot in ceiling, found abandoned water line with residue water in line, line froze & cap broke, replaced cap & ceiling tile: Rens: issue w/VAV8 overheating, fixed valve, verified operation, damper will not drive, left damper 100% open, valve will heat up air when needed, VAV-1 not operating, found controller database was blank, installed database & verified operation; storytime area VAV#1 very hot, found VAV Box #1 in min. position & control valve open 100%, shortened control valve to check operation, called tech, msc-V-502 controller not communicating, possible bad controller or line friver chip, tech will replace, Director's office: drip on ceiling tile, found hydraulic actuator on HW control valve leaking, put rag under valve to protect ceiling tiles, will return w/actuator & replace; VAV#1 controller not communicatin, tech had no database, reprogrammed, check operation, ok, VAV#8 hydraulic hotwater actuator leaking, changed out actuator, wired in & checked operations, ok, VAV box never mover to min. airflow, controller faulty	\$2,033.80
32816	91	QUILL CORPORATION	2/10/14	8GB flash drive, rubber cement, copy paper, index cards, construction paper, d-ring binders, pens, sticky notes, toilet bowl mops	\$158.00
32817	92	RACHAEL CAVINDER	2/10/14	Mileage 1/14-1/16/14: Preschool visits, Management meeting, KV Reading Council meeting	\$35.84
32818	93	RENSSELAER ROTARY CLUB	2/10/14	November & December 2013 dues & meals	\$88.00
32819	94	SVT, LLC	2/10/14	Adult Winter Read expenses	\$11.39
32820	95	STANLEY STEEMER	2/10/14	Flood damages: Rens; water extraction, fans, dehumidifier	\$890.00
32821	96	THOMSON REUTERS - WEST	2/10/14	Continuations	\$194.00
32822	97	TOWN OF WHEATFIELD	2/10/14	Wh: Sewer Service- February 2014	\$56.65
32823	98	VISION SERVICE PLAN- (IN)	2/10/14	Vision Ins. Premiums- February 2014, 17 employees	\$251.15
32824	99	WAL-MART COMMUNITY/GEC	2/10/14	Children's supplies, microwave, Flood expenses, DVDs	\$546.36
32825	100	WASTE MANAGEMENT	2/10/14	DeM: Trash Service- February 2014	\$80.22
32826	101	WORLD BOOK INC.	2/10/14	Encyclopedias	\$1,638.00
0	102	PAYROLL	2/10/14	PAYROLL	\$50,187.77
0	103	BILL HROMADA	2/10/14	Courier Mileage: 1/16-1/31/14 (Conf. # 91)	\$312.48
0	104	DENISE HAVENS	2/10/14	Substitute Courier Miles 1/20/14 (Conf #90)	\$34.72
0	105	GREAT-WEST RETIREMENT S	2/10/14	Annuity Contributions withheld 2/10/14 Payroll (Conf. #92)	\$1,795.00
0	106	INDIANA DEPARTMENT OF RE	2/10/14	State & County Taxes withheld 2/10/14 Payroll (Ref# 63906)	\$5,904.24
0	107	IRS USA TAXPAYMENT	2/10/14	Federal Withholding, Medicare, & FICA withheld 2/10/14 Payroll (Acknowledgement# 65253208)	\$11,546.43
0	108	INPRS fbo PERF	2/10/14	INPRS Contributions 2/10/14 Payroll	\$6,111.98
32827	109	ANTHEM BLUE CROSS BLUE	2/10/14	Administrative COBRA services-2014 (17 participants)	\$306.00
32828	110	BUSINESS CARD	2/10/14	PLA registrations (6 people), FMLA workshop registration, Library & Information Technology Division registration, Friens Luncheon expenses, Management Mtg expenses, B2B expenses	\$3,381.50
32829	111	CENTURYLINK	2/10/14	Rens: Local Phone & Fax Service February 2014	\$123.24
32830	112	COMMUNITY MEDIA GROUP, I	2/10/14	Wh: Rensselaer Republican newspaper subscription 2/26/14-2/25/15	\$129.00
32831	113	CULLIGAN WATER CONDITIO	2/10/14	Wh: Water Cooler Rental- February 2014	\$9.95
32832	114	DUMAS & MAHNESMITH P.C.	2/10/14	Legal Assistance: restricting patron access	\$306.25
32833	115	MOHLER ARCHITECTS, P.C.	2/10/14	Rens: Frozen pipe consulting	\$373.75
32834	116	NIPSCO	2/10/14	DeM & Wh: Gas & Electric Service 12/30/13-2/3/14	\$4,135.05
0	117	SAGE PAYMENT SOLUTIONS	2/10/14	Merchant Processing Fees- January 2014 (automatic withdrawal on 2/3/14)	\$44.32
32835	118	SIMPLEXGRINNELL	2/10/14	DeM & Rens: Annual Fire Alarm Test & Inspection	\$1,126.00
32836	119	TOWN OF DEMOTTE	2/10/14	DeM: Water & Sewer Service- January 2014	\$189.54

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32837	120	TRUGREEN PROCESSING CE	2/10/14	Ice Melt, 17 bags	\$212.50
32838	121	UNIQUE MANAGEMENT SERVI	2/10/14	Collections: Initial/Secondary Placements- January 2014	\$196.90
32839	122	ZIESE PLUMBING, HEATING, &	2/10/14	Rens: Repairs to water pipes due to freezing	\$5,647.75
0	123	PAYROLL	2/25/14	PAYROLL	\$46,824.45
0	124	AFLAC	2/21/14	Supplemental Insurance - March 2014 (Conf. #97)	\$619.47
0	125	BILL HROMADA	2/21/14	Courier Mileage: 2/1/14-2/15/14 (Conf. # 94)	\$312.48
0	126	CENTURYLINK	2/21/14	Long Distance Service-Rens,DeM, Wh. 1/2/14-1/31/14 (Conf # 93)	\$4.79
0	127	CITY OF RENSSELAER	2/21/14	RENS: Utilities 1/9/14 - 2/10/14 (Conf. #95)	\$5,371.34
0	128	GREAT-WEST RETIREMENT S	2/21/14	Annuity Contributions withheld 2/25/14 Payroll (Conf. #96)	\$1,795.00
0	129	INPRS fbo PERF	2/21/14	INPRS Contributions 2/25/14 Payroll	\$5,599.49
0	130	IRS USA TAXPAYMENT	2/21/14	Federal Withholding, Medicare, & FICA withheld 2/25/14 Payroll (Acknowledgement# 35416597)	\$10,598.67
32840	131	TAITUM CAGGIANO	2/28/14	Direct Deposit Returned for 2/25/14 Payroll due to account being closed.	\$141.69
0	132	TAITUM CAGGIANO	2/28/14	Direct Deposit Returned for 2/25/14 Payroll due to account being closed. See A/P 131	(\$141.69)
0	133	ALLIANCE BANK	2/25/14	Direct Deposit Fees- January 2014	\$37.30
Total Amount of Claims					\$192,832.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 04, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$192,832.32

Date this 10th day of March, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,284.19	\$3,941.52
DeMotte	\$937.20	\$1,824.47		
Rensselaer	\$757.51	\$934.79		
Wheatfield	\$589.48	\$1,182.26		
PHOTOCOPIES:			\$600.54	\$1,019.19
DeMotte	\$295.10	\$485.45		
Rensselaer	\$118.34	\$165.79		
Wheatfield	\$187.10	\$367.95		
INTEREST (Checking, Repurchase, CDs):.....			\$53.67	\$125.13
TAXES:			\$57,121.47	\$114,242.94
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$47,176.36	\$94,352.72		
Local Option/Property Tax Repl.	\$9,945.11	\$19,890.22		
TAXABLE SALES:-			\$1.99	\$1.99
REFUNDS:			\$443.75	\$5,656.02
Rebates/Refund	\$0.00	\$745.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$250.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$393.75	\$4,561.02		
Interfund Transfer	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$60,505.61	\$124,986.79
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,321.22	\$1,541.22
DeMotte	\$180.00	\$200.00		
Rensselaer	\$55.00	\$55.00		
Wheatfield	\$1,086.22	\$1,286.22		
LIB. IMPROV. RESERVE FUND:			\$26.30	\$51.03
Interest Earned	\$26.30	\$51.03		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:		\$0.00	\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$0.00	\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.17	\$6.44
Interest Earned	\$3.17	\$6.44		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$7.08	\$21.08
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
SUB-TOTAL (page 1).....			\$61,863.38	\$126,606.56

WITHHOLDING ACCOUNT FUNDS:

			\$30,949.81	\$61,162.62
FIT Tax Collected	\$7,801.37	\$15,658.05		
FICA Collected	\$7,171.86	\$14,440.72		
State Tax Collected	\$3,244.15	\$6,564.17		
County Tax Collected	\$2,535.46	\$5,119.68		
Deferred Comp Plan	\$3,590.00	\$6,662.40		
Pre-tax Insurance Plans	\$3,522.52	\$6,497.17		
Life Insurance	\$198.48	\$408.32		
INPRS	\$2,885.97	\$5,812.11		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$92,813.19	\$187,769.18

*Voucher List**Jasper County Public Library**Report Date: From 3/1/14 To 3/10/14*

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32841	134	AARON'S LAWN CARE	3/10/14	DeM & Wh: Snow removal 1/25-2/17/14	\$2,655.00
32842	135	ACE HARDWARE	3/10/14	25' extension cord, arctic blast 18" steel	\$33.98
32843	136	ALLIED WASTE SERVICES #71	3/10/14	Wh: Trash Service- March 2014	\$57.38
32844	137	ANTHEM BLUE CROSS BLUE	3/10/14	Health Ins. Premiums- March 2014, 17 employees	\$11,084.26
32845	138	ANTHEM LIFE	3/10/14	Life Ins. Premiums-March 2014	\$98.28
32846	139	BAKER & TAYLOR ENTERTAIN	3/10/14	DVDs	\$199.98
32847	140	BAKER & TAYLOR	3/10/14	Books, Continuations, AV, Auto. Yours	\$5,105.93
32848	141	BLUETARP FINANCIAL, INC	3/10/14	Plastic traps, sink drain repair supplies, non-flam con cement pint, brush, masking tape, plywood blade	\$64.68
32849	142	BOYCE FORMS/SYSTEMS	3/10/14	Receipt Books	\$83.61
32850	143	BUSINESS CARD	3/10/14	Staff anniversary expenses, postage, courier hand truck, Summer Reading prizes, books (flood replacement)	\$819.95
32851	144	CARRIAGE PAPER PRODUCT	3/10/14	Receipt Paper Rolls, Thermal Paper Rolls	\$151.47
32852	145	CDW GOVERNMENT, INC	3/10/14	Otterbox Defender Series iPad Air cases	\$178.08
32853	146	CENTER POINT PUBLISHING	3/10/14	Large print standing order March 2014- February 2015	\$532.08
32854	147	D & S COMPUTER SERVICES	3/10/14	Hosting 1st quarter 2014	\$120.00
32855	148	DAVIS WATER SERVICES, INC	3/10/14	6 bags Solar salt	\$48.00
32856	149	DELTA DENTAL	3/10/14	Dental Ins. Premiums- March 2014, 17 employees	\$477.78
32857	150	DEMCO	3/10/14	Large Print labels, book pockets, 10" polyfit	\$274.67
32858	151	DIANA KOOY	3/10/14	Affordable Care Workshop expenses	\$8.19
32859	152	DIANE OPOLSKI	3/10/14	Affordable Care Workshop expenses	\$7.99
32860	153	DONNA BARKO	3/10/14	Mileage 12/27/13-2/27/14: Bank deposits, post office, new hire orientation, FMLA workshop; FMLA workshop expenses	\$181.44
32861	154	ENA SERVICES LLC	3/10/14	Internet Service- February 2014	\$1,461.00
32862	155	EVELYN BRISTOL	3/10/14	Staff Positivity expenses	\$72.99
32863	156	FAEGRE BAKER DANIELS LLP	3/10/14	Legal Assistance on personnel matters	\$106.50
32864	157	FLEX-PAC INC	3/10/14	Hand soap	\$141.51
32865	158	GREY HOUSE PUBLISHING	3/10/14	Books	\$307.50
32866	159	HAMSTRA BUILDERS, INC.	3/10/14	Cut out & reroute flue pipe for filter access	\$151.72
32867	160	HERITAGE OFFICE PRODUCT	3/10/14	Nametag: Sue	\$10.00
32868	161	HP PRODUCTS	3/10/14	Trash bags, vacuum bags	\$111.82
32869	162	IMAGINE VIDEO PRODUCTION	3/10/14	DVD	\$53.00
32870	163	INDIANA LIBRARY FEDERATIO	3/10/14	2014 Trustee & Insitutional Memberships	\$1,999.20
32871	164	JUNIOR LIBRARY GUILD	3/10/14	Books	\$183.00
32872	165	KAUFMAN CONSTRUCTION	3/10/14	Rens: Snow removal January & February 2014	\$1,415.00
32873	166	KIRBY RISK CORPORATION	3/10/14	Lightbulbs	\$706.80
32874	167	LINDA POORTENGA	3/10/14	Mileage 1/16-3/4/14: Management meetings, Branch Counterparts, Book vendor visit	\$78.40
32875	168	MIDWEST TAPE	3/10/14	Audiobook sleeves	\$425.99
32876	169	M W INSURANCE AGENCY	3/10/14	Bond for Assistant Treasurer	\$100.00
32877	170	OFFICE DEPOT	3/10/14	Jan-Dec indexes, footrest, storage binders (flood replacement), copy paper (flood replacement), filler paper (flood replacement), roll-on ink, DVD folders, goo gone, contact paper	\$284.08
32878	171	OVERDRIVE	3/10/14	Database Maintenance Fee & Future Content Purchases (February 2014-January 2015)	\$3,000.00
32879	172	PATTY STRINGFELLOW	3/10/14	Mileage 1/16-2/18/14: Management meeting, Branch visits	\$53.76

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32880	173	PRECISION CONTROL SYSTE	3/10/14	Rens: checked boiler operation after power loss including operator settings, water pressure; DeM: water leaking from ceiling by magazines, inspected area, no leaking piped found, inspected duct work, duct insulation wet, will dry, possibly snow blew in & melted, replaced ceiling tile	\$638.50
32896	174	QUILL CORPORATION	3/10/14	Air dry clay, construction paper (flood replacement), copy paper	\$74.21
32897	175	ROEING CORP.	3/10/14	Tech Maintenance Support - 2nd Installment 2014	\$9,500.00
32898	176	SCHOLASTIC LIBRARY	3/10/14	Books, Continuations	\$832.00
32899	177	SIMPLEXGRINNELL	3/10/14	Wh: Annual Fire Alarm Test & Inspection	\$1,162.00
32900	178	SMILEMAKERS	3/10/14	Summer Reading prizes	\$149.98
32901	179	SVT, LLC	3/10/14	Program expenses	\$31.92
32902	180	TOWN OF WHEATFIELD	3/10/14	Wh: Sewer Service- March 2014	\$56.65
32903	181	TRUGREEN PROCESSING CE	3/10/14	Ice Melt	\$485.00
32904	182	U.S. Postal Service	3/10/14	DeM: PO Box 16 Rental	\$86.00
32905	183	VISION SERVICE PLAN- (IN)	3/10/14	Vision Ins. Premiums- March 2014, 17 employees	\$221.78
32906	184	WAL-MART COMMUNITY/GEC	3/10/14	Paper towel rolls, Afterschool Program expenses, Storytime expenses, children's supplies, DVDs	\$113.98
32907	185	WASTE MANAGEMENT	3/10/14	DeM: Trash Service- March 2014	\$80.22
32908	186	WORLD BOOK INC.	3/10/14	Contiuations (flood replacement)	\$2,457.00
32909	187	YVONNE DEL VECCHIO	3/10/14	Mileage 1/2-2/26/14: Walking books, recycling, deliver newsletter	\$42.34
32910	188	ZIESE PLUMBING, HEATING, &	3/10/14	Repair leak on copper pipe.	\$235.00
0	189	PAYROLL	3/10/14	PAYROLL	\$45,977.20
0	190	BILL HROMADA	3/10/14	Courier Mileage: 2/17/14-2/28/14 (Conf. # 98)	\$347.20
0	191	GREAT-WEST RETIREMENT S	3/10/14	Annuity Contributions withheld 3/10/14 Payroll (Conf. #99)	\$1,795.00
0	192	INDIANA DEPARTMENT OF RE	3/10/14	State & County Taxes withheld 3/10/14 Payroll (Conf. #99)	\$5,779.61
0	193	INPRS fbo PERF	3/10/14	INPRS Contributions 3/10/14 Payroll	\$5,499.13
0	194	IRS USA TAXPAYMENT	3/10/14	Federal Withholding, Medicare, & FICA withheld 3/10/14 Payroll (Acknowledgement# 51989733)	\$10,279.57
32911	195	CENTURYLINK	3/10/14	Rens: Local Phone & Fax Service March 2014	\$123.24
32912	196	CHICAGO TRIBUNE	3/10/14	DeM: Newspaper subscription 3/10-9/7/14	\$259.74
32913	197	CULLIGAN WATER CONDITIO	3/10/14	Wh: Water Cooler Rental- March 2014; 5 gallon drinking water-8	\$65.95
32914	198	KANKAKEE VALLEY PUBLISHI	3/10/14	Annual Financial Report Legal Ads	\$121.44
32915	199	MAGAZINE SUBSCRIPTION SE	3/10/14	Annual June-August Magazine Renewals	\$2,991.42
32916	200	MIDWEST COLLABORATIVE F	3/10/14	Securing Your Library in Troubing Time workshop registration- P. Stringfellow	\$70.00
32917	201	NIPSCO	3/10/14	DeM & Wh: Gas & Electric Service	\$6,591.60
0	202	SAGE PAYMENT SOLUTIONS	3/10/14	Merchant Processing Fees- February 2014 (automatic withdrawal on 3/3/14)	\$46.17
32918	203	SERVICEMASTER CLEAN	3/10/14	Rens: Flood damage repairs & restoration	\$140,000.00
32919	204	TOWN OF DEMOTTE	3/10/14	DeM: Water & Sewer Service- February 2014	\$185.79

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$269,144.66

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 10, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$269,144.66

Date this 10th day of March, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Apr

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 14, 2014, 6pm
DeMotte Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 25)
Advance Tax Draw (R 25)

General Business

DeMotte Annual Report (R 25)
Rensselaer Library Roof Project (R 25)
Director Review (R 26)

Information
Action
Information

Director's Report (R 25- R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 10, 2014
Rensselaer Library

Present: Janet Umlauf, Natalie Waling, Timothy Schultz, Mari Anne Sayler, Jody Melton, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Harry Mohler, Emily Peregrine

Absent: Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance revisions, the JCPL Public Purchase, JCPL Board Code of Ethics, and Staff Complaint policy reviews were approved as presented on a motion by J. Melton, and seconded by J. Harper. Motion passed.

Rensselaer Public Library Update: Rensselaer Library opened to the public on February 12. We have submitted all of our claims for lost equipment, supplies, materials, furniture, computers, and plumbing & electrical work. Tile has been selected and ordered. We have received some checks from our insurance company. The State Board of Accounts advised that we set up an Insurance Settlement Fund to receipt insurance money into and to pay bills out of. Architect Harry Mohler has inspected the Library's domestic water pipe locations. He explained that the building is designed with a lay-in ceiling with insulation directly on top of the ceiling (not allowed by energy code anymore). The domestic water lines are located above the ceiling and are sometimes below and sometimes above the insulation. To protect the pipes the insulation should be above the pipes. Some possibilities to help correct the problem would be building a box over the pipes, installing insulated vented decking (similar to what is at the Demotte Library), and cover the soffit vents over the winter. The insulated vented decking seems to be the option that would provide the longest lasting solution, but it would increase the cost of the roofing project and would require a change order since a contract has been signed for the roofing project. As soon as the weather is appropriate Harry will go up on the roof and check it out for any openings that could have been the cause of cold air getting to the pipes. We will ask our maintenance man to go up with him as he is familiar with the roof. This information will help the board make decisions regarding next steps. Library attorneys will be consulted to see if a change order to the roofing project is possible.

DeMotte Public Library- Ice Damming: The DeMotte Library experienced a bit of ice damming on February 17 which led to a few wet ceiling tiles. Hamstra Group came out right away to verify that this was not a domestic water pipe leak but ice damming. They were able to help us melt the ice that had built up on the roof edge and in the gutters to get runoff moving appropriately again. We put a new roof on the DeMotte Library in 2008 and included insulated decking to eliminate problems with ice damming, and we have been fine for six years. Karl Whitaker from Hamstra Group looked at the roof and insulated decking and found that the application was proper. We only had failure in one area this winter. The area that experienced trouble is just south of the main entryway. Harry explained that the design of the entryway pushes water to the side so that it does not come down onto our heads at the entrance. There was then a greater volume of snow, ice, and melting water in that area. It looked like the gutter filled with water, so the water was then able to get in under the flashing. The only damage was the ceiling tiles.

In-House E-Device Service: A year ago we applied for a grant offered through the State Library for the purchase of three iPads to be used by patrons in each of our libraries to access

digital magazines. We were awarded the grant and had one year to proceed with this grant project. Currently staff is becoming familiar with our iPads loaded with Next Issue (online digital magazine service). We plan to launch this service to the public on April 14 during National Library Week. The iPads will have barcodes and patrons will be able to check them out for in-house use. Staff will count downloads to collect statistics.

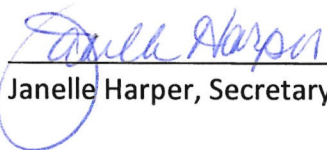
Director's Report:

Upon the advice of the State Board of Accounts, we have set up an Insurance Settlement Fund to receipt insurance money into and to pay bills out of.

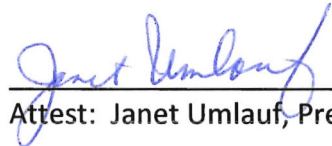
In early January, P. Stringfellow heard from Standard and Poor's Ratings Services who at that time maintained a rating of 'A+/stable' on our library district's bonds (bonds associated with the Wheatfield Library Building Project). It was time for a review. We answered questions via emailed documents and a telephone interview, completing our review on February 7. A few days later we received a telephone call from Standard and Poor's who indicated that we are in very good financial shape and that our A+ rating is affirmed. A paper report is on file in the business office.

The University of Washington Information School has created an Impact Survey for public libraries to use to gain insight into how library technology is used in their community and its impact. Since this is the year for our User/Non User Survey we will use a combination of the Impact Survey and a short Survey Monkey survey to assess how we are serving our community. Survey Monkey will address topics not necessarily related to technology or questions not included in the Impact Survey.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:55 PM.



Janelle Harper, Secretary Pro-Tem



Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
March 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	2	1	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	3	0	0	3
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	38	5	0	43
Blu-Ray (DBR)	158	0	0	158
Books on CD (DBKCD)	147	7	6	160
Books on Tape (DBKT)	2	0	0	2
Compact Disc (DCD)	331	7	6	344
Digital Audiobooks (DDA)	13	0	0	13
DVD (DDVD)	1565	22	1	1588
Equipment (DEQP)	51	0	0	51
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	39	0	0	39
Fiction (DFIC)	856	25	23	904
Fiction Fantasy (DFICF)	8	0	0	8
Fiction Mystery (DFICM)	101	5	1	107
Fiction New (DFICNEW)	396	8	20	424
Fiction Science Fiction (DFICSF)	26	1	2	29
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	43	0	6	49
Hanging Bags (DHANG)	5	1	0	6
ILL (DILL)	67	0	0	67
Internet (DINTER)	924	0	0	924
Juv. Audio book (DJAUDB)	11	1	0	12
Juv. Biography (DJBIO)	32	4	10	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	22	0	0	22
Juvenile Easy (DJE)	656	38	8	702
Juv. Easy Non-fiction (DJENF)	61	1	0	62
Juv. Easy Reader (DJER)	337	13	5	355
Juv. Fiction (DJFIC)	464	20	8	492
Juv. Holiday books (DJHOL)	34	1	0	35
Juv. Magazine (DJMAG)	38	0	0	38
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	315	20	4	339
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	157	0	0	157

Large Print Fiction (DLPF)	271	24	0	295
Large Print Nonfic (DLPNF)	19	0	1	20
Magazine (DMAG)	739	13	3	755
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	2	2	22
Nonfiction 100 (DNF100)	17	0	0	17
Nonfiction 200 (DNF200)	21	3	0	24
Nonfiction 300 (DNF300)	51	3	2	56
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	32	1	0	33
Nonfiction 600 (DNF600)	282	10	17	309
Nonfiction 700 (DNF700)	94	0	1	95
Nonfiction 800 (DNF800)	2	2	0	4
Nonfiction 900 (DNF900)	67	2	2	71
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	72	1	1	74
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	151	6	7	164
Nonfiction VHS (DNFVHS)	5	0	0	5
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	20	1	0	21
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	17	0	0	17
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	202	5	8	215
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	2	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	1	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	29	1	30
Blu-Ray (RBR)	0	199	0	199
Books on CD (RBKCD)	8	128	0	136
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	216	3	223
Digital Audiobooks (RDA)	1	20	0	21
DVD (RDVD)	20	2420	15	2455
Equipment (REQP)	0	26	0	26
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	41	0	41
Fiction (RFIC)	31	510	21	562
Fiction New (RFICNEW)	14	379	4	397

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	197	0	198
Hanging Bag (RHANG)	0	7	0	7
ILL (RILL)	1	94	0	95
Internet (RINTER)	0	1188	0	1188
Juv. Audio book (RJAUDB)	2	5	0	7
Juv. Biography (RJBIO)	2	45	0	47
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	3	23	0	26
Juvenile Easy (RJE)	7	655	4	666
Juv. Easy Non-fiction (RJENF)	1	67	0	68
Juv. Easy Reader (RJER)	6	239	0	245
Juv. Fiction (RJFIC)	17	516	4	537
Juv. Magazine (RJMAG)	0	31	0	31
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	12	478	1	491
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	11	0	11
Juv. Toddler (RJTOD)	1	107	0	108
Large Print Fiction (RLPF)	24	263	5	292
Large Print Nonfic (RLPNF)	0	22	1	23
Magazine (RMAG)	3	417	0	420
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	26	1	31
Non-Fiction 100 (RNF100)	1	27	0	28
Non-Fiction 200 (RNF200)	0	32	0	32
Non-Fiction 300 (RNF300)	6	79	4	89
Non-Fiction 400 (RNF400)	15	5	0	20
Non-Fiction 500 (RNF500)	1	24	0	25
Non-Fiction 600 (RNF600)	16	257	13	286
Non-Fiction 700 (RNF700)	10	106	0	116
Non-Fiction 800 (RNF800)	1	3	0	4
Non-Fiction 900 (RNF900)	1	66	2	69
Nonfiction Blu-Ray (RNFBR)	0	7	0	7
Nonfiction DVD (RNFDVD)	2	159	4	165
Nonfiction (RNFIC)	0	1	0	1
Nonfiction new (RNFNEW)	11	228	3	242
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	2	25	0	27
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	2	8	0	10
YA Biography (RYAB)	1	1	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	16	169	9	194
YA Music CD (RYACD)	1	79	0	80
YA Nonfiction (RYANF)	2	15	1	18
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	22	25
Blu-Ray (WBR)	1	0	159	160
Books on CD (WBKCD)	13	11	109	133
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	3	193	204
Digital Audiobooks (WDA)	0	0	14	14
DVD (WDVD)	19	20	1778	1817
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	16	16
Fiction (WFIC)	39	34	273	346
Fiction Fantasy (WFICF)	1	0	6	7
Fiction Mystery (WFICM)	5	6	44	55
Fiction New (WFICNEW)	43	17	306	366
Fiction Science Fiction (WFICSF)	2	0	2	4
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	39	39
Hanging Bags (WHANG)	0	0	10	10
ILL (WILL)	0	1	56	57
Internet (WINTER)	0	0	616	616
Juv. Audio book (WJAUDB)	0	0	12	12
Juv. Biography (WJBIO)	1	2	13	16
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	8	9
Juvenile Easy (WJE)	13	41	408	462
Juv. Easy Non-fiction (WJENF)	5	2	40	47
Juv. Easy Reader (WJER)	7	3	310	320
Juv. Fiction (WJFIC)	24	16	330	370
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	26	23	152	201
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	1	3	48	52
Large Print Fiction (WLPF)	20	16	92	128
Large Print Nonfic (WLPNF)	1	4	6	11
Magazine (WMAG)	41	0	461	502
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	2	1	3	6
Non-Fiction 200 (WNF200)	1	1	7	9
Non-Fiction 300 (WNF300)	3	5	21	29
Non-Fiction 400 (WNF400)	0	0	3	3

Non-Fiction 500 (WNF500)	1	1	12	14
Non-Fiction 600 (WNF600)	13	7	108	128
Non-Fiction 700 (WNF700)	11	2	32	45
Non-Fiction 800 (WNF800)	0	0	11	11
Non-Fiction 900 (WNF900)	2	2	20	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	5	106	113
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	21	3	123	147
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	1	0	7	8
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	11	11
YA Audio book (WYAUDB)	0	1	2	3
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	0	5	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	9	187	213
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	9	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	9640	10163	6487	26290

CIRCULATION BY HOLDINGS CODE
March 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	2	1	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	3	0	0	3
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	40	35	23	98
Blu-Ray (BR)	161	206	159	526
Books on CD (BKCD)	168	146	115	429
Books on Tape (BKT)	2	0	0	2
Compact Disc (CD)	343	226	202	771
Digital Audiobooks (DA)	14	20	14	48
DVD (DVD)	1604	2462	1794	5860
Equipment (EQP)	51	26	22	99
See librarian (ERR)	0	0	0	0

Express Book (EXP)	39	41	16	96
Fiction (FIC)	926	569	317	1812
Fiction Fantasy (FICF)	9	0	6	15
Fiction Mystery (FICM)	106	11	45	162
Fiction New (FICNEW)	453	404	330	1187
Fiction Science Fiction (FICSF)	28	1	4	33
Fiction Western (FICW)	9	0	4	13
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	44	197	45	286
Hanging Bags (HANG)	5	8	10	23
ILL (ILL)	68	95	56	219
Internet (INTR)	924	1188	616	2728
Juv. Audio book (JAUDB)	13	6	12	31
Juv. Biography (JBIO)	35	51	23	109
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	25	24	8	57
Juvenile Easy (JE)	676	734	420	1830
Juv. Easy Non-Fiction (JENF)	67	70	40	177
Juv. Easy Reader (JER)	350	255	315	920
Juv. Fiction (JFIC)	505	552	342	1399
Juv. Holiday (JHOL)	34	1	0	35
Juv. Magazine (JMAG)	38	31	20	89
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	353	521	157	1031
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	11	1	14
Juv. Toddler (JTOD)	159	110	48	317
Large Print Fiction (LPF)	315	303	97	715
Large Print Nonfic (LPNF)	20	26	8	54
Magazine (MAG)	783	430	464	1677
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	23	28	7	58
Non-Fiction 100 (NF100)	20	28	3	51
Non-Fiction 200 (NF200)	22	36	7	65
Non-Fiction 300 (NF300)	60	87	27	174
Non-Fiction 400 (NF400)	17	5	3	25
Non-Fiction 500 (NF500)	34	26	12	72
Non-Fiction 600 (NF600)	311	274	138	723
Non-Fiction 700 (NF700)	115	108	33	256
Non-Fiction 800 (NF800)	3	5	11	19
Non-Fiction 900 (NF900)	70	70	24	164
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	76	165	111	352
Nonfiction (NFIC)	1	1	0	2
Nonfiction New (NFNEW)	183	237	133	553
Nonfiction VHS (NFVH)	5	0	0	5
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	92	108	81	281
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	8	2	15
Software (SWAR)	23	26	7	56
Vertical File (VF)	0	0	1	1
VHS	17	0	11	28
YA Audio book (YAUDB)	5	9	2	16
YA Biography (YAB)	2	1	1	4
YA Books on CD (YABKCD)	1	0	5	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	235	183	204	622
YA Music CD (YACD)	1	79	0	80
YA Nonfiction (YANF)	11	19	10	40
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	1	8
				0
Free reads	647	314	119	1080
Games/Puzzles	10	0	0	10
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10389	10585	6687	27661

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2538	1644	939	5121
Nonfiction	1084	1182	568	2834
CHILDREN'S BOOKS				
Fiction	1711	1653	1126	4490
Nonfiction	492	654	221	1367
YA BOOKS				
Fiction	282	380	249	911
Nonfiction	13	20	11	44
Magazines, Adult	783	430	464	1677
Magazines, Children	38	31	20	89
Sound Recordings, adult	533	401	338	1272
Sound Recordings, ch	44	117	30	191
Online databases	0	0	0	0
Software	23	26	7	56
Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	1863	2833	2075	6771
Equipment	51	26	22	99
Total	9455	9397	6071	24923
A-V Circulation	2463	3377	2450	8290
A-V Circulation as % of total	26.0%	35.9%	40.4%	33.3%

March 2014

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,415	70,072	53,657
Circulation Increase/Decrease	-1.4%	-9.6%	-10.2%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	26,748	24,923	-6.8%
Jan. to date circulation	79,164	62,210	-21.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,835	21,403	13,586	13,582	14,399	14,524 Fiction
19,961	20,037	20,601	20,693	10,193	10,157 Nonfiction
					CHILDREN'S BKS
14,995	14,624	12,691	12,775	11,246	11,296 Fiction
8,254	8,284	6,792	6,809	5,866	5,848 Nonfiction
					YA BOOKS
2,215	2,235	2,999	2,949	2,407	2,456 Fiction
595	595	756	757	134	134 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,602	3,608	4,041	4,077	4,022	4,032 Sound Rec/Adult
755	756	598	600	832	836 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	333	333	172	172 Software
0	0			4	4 Vertical Files
4,499	4,524	7,227	7,306	4,091	4,134 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,060	76,415	69,815	70,072	53,430	53,657 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	197	43	206	45	298	65	701	152
LOCAL HISTORY								
In person	0	0	10	3	3	1	13	4
Letters written	5	5	10	10	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	924	39	1188	50	616	26	2728	114
Internet use-Wireless	2088		2220		1430		5738	
Computer software used	193	16	170	14	134	11	497	41
VCR Use	0	0	0	0	0	0	0	0
Microforms	68	9	10	1	0	0	78	10
CD ROM/Online databases	206	17	112	9	162	14	480	40
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	4	1	1	0	5	2
OTHER LIBRARY SERVICES USED								
Outreach activities	48	48	16	11	0	0	64	43
Notarized documents	9	2	17	4	6	2	32	8
Meeting Room Use (no. of group)	53	18	0	0	32	11	85	28
Study room use	28	2	0	0	14	1	42	4
Proctoring	2	1	2	1	0	0	4	2
Tax Forms distributed	10	0	0	0	7	0	17	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							931	
IN-HOUSE USE ITEMS	247		435		272		954	
SELF-CHECKOUT USE	257		859		409		1525	
INTERLIBRARY LOANS								
Requests made for:	94	24	109	27	44	11	247	62
Items rec'd for:	92	46	108	54	81	41	281	141
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8602	8764	5071	22437
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	378	552	133	1063
Number of New Patrons Added	52	42	20	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	6	36	10	60	9	54	25	150
Number attending	57		159		269		485	
YA Programs (14-17)	2	12	1	6	3	18	6	36
Number attending	3		21		35		59	
Adult Programs	5	30	0	0	2	12	7	42
Number attending	54		69		30		153	
Senior Citizen Programs	5	30	5	30	4	24	14	84
Number attending	112		45		33		190	
Total Number of Programs	18	108	18	108	18	108	54	324
Total Persons Attending	226		294		367		887	
Total Attending Same Month Last Yr.							#####	
Total Staff Hours Spent		377		338		289	1005	989
Total Number of In-House Program	17		16		14		47	
Total Attendance	197		253		184		634	
Total Number of Outreach Program	1		2		4		7	
Total Attendance	29		41		183		253	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7322	78.1%	5736	61.8%	4131	69.0%	17189	69.7%
Corporate	35	0.4%	59	0.6%	0	0.0%	94	0.4%
Juvenile 0-11	139	1.5%	231	2.5%	28	0.5%	398	1.6%
Juvenile-AV	860	9.2%	1591	17.1%	658	11.0%	3109	12.6%
Nonresident No Fee	0	0.0%	0	0.0%	9	0.2%	9	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	222	2.4%	386	4.2%	122	2.0%	730	3.0%
Reciprocal Juvenile	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	3	0.0%	9	0.1%	4	0.1%	16	0.1%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	11	0.2%	11	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	75	0.8%	0	0.0%	75	0.3%
Staff	497	5.3%	739	8.0%	540	9.0%	1776	7.2%
Walking books	119	1.3%	109	1.2%	0	0.0%	228	0.9%
YA 12-17	29	0.3%	90	1.0%	11	0.2%	130	3.5%
YA-AV	147	1.6%	242	2.6%	476	7.9%	865	3.5%
Total	9373		9289		5990		24652	
All items borrowed by nonresidents	225	2.4%	492	5.3%	146	2.4%	863	3.5%

**Salary Ordinance 2014
Updated 4/14/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Janalu McKay	Page	\$7.25	4/2/14	10	R

We have hired Janalu McKay as a new Rensselaer Page, replacing Marina Bryant who was promoted to clerk.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 4/14/14.

<u>Quill L. Harper</u>	<u>Natalie A. Waling</u>
<u>Mari Anne Layler</u>	<u>Timothy M. Schultz</u>
<u>Jody Melter</u>	<u>_____</u>
<u>Janet Dunlop</u>	<u>_____</u>

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the six Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the six Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan
 - 4.1 Employees will be paid no less than the minimum salary in their classification.
 - 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

An employee must work 8 months in the same position to qualify for the annual increase in January.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

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- 4.4 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.
- 4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2013)

Classification	Minimum	Classification	Minimum
Clerk	\$9.67	Business Manager	\$15.98
Library Assistant I	\$10.27	Librarian 1	\$16.33
Library Assistant II	\$12.14	Librarian 2	\$16.97
Assistant Business Mgr.	\$12.47	Librarian 3	\$18.94
Library Specialist I	\$12.47	Systems Administrator	\$18.94
Library Specialist II	\$15.12	Janitor / Courier	\$11.42
Library/Human Resources Specialist III	\$15.39	Maintenance	\$12.94

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial

records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: Responsible for cleaning and light maintenance of library building.

Maintenance: Responsible for maintenance of library building.

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Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

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2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the care of a parent or child not living in the household. The Library reserves the right to request verifying documentation.

2.6 Employees absent 5 or more consecutive days must have a doctor's release to return to work.

2.7 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

3.0 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the ~~month pay period~~. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. Vacations

4.1 Schedule of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

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A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is accrued from the first day of employment.

4.2.3 During the first partial year of employment, all vacation time is prorated.

4.2.4 Vacation time is credited after completion of the new employee's six-month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

4.2.7 Vacation time should be used in no less than ½ day increments. Exceptions may be granted *only* under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8 Vacation time is not cumulative from one year to the next.

4.2.9 Vacation leave will not accrue during unpaid leaves of absences.

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5. **Funeral leave**

5.1 Staff members who qualify may have up to three (3) paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, or (step) parent, or the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, ~~have the option to make up any lost time~~ will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you

should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

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Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The ~~Board~~ library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

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11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption ~~between their third and fifth hours of work~~. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. **Leave without pay**

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. **Overtime Guidelines**

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. **Meetings and conferences**

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff

attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

- 14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13. When attending all day meetings, one hour is unpaid lunch time, unless the meeting continues through the lunch hour.

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- 14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

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An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 4/14

Auditor, Jasper Co.
Shirley A. Brown

APR 17 2014

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 14th DAY OF April, 2014.

NAY

AYE

Angelle L. Harper

Marie Anne Layle

Jody Melton

Janet Umland

Natalie A. Waling

Timothy H. Schultz

ATTEST:

Angelle L. Harper

Secretary Pro Tem of the Jasper County Public Library Board

**Director's Report
March 2014**

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policy Review: Our Personnel Policy is up for review at our April Board Meeting. Please see R 10 to review proposed revisions. Revisions are minimal and are mostly to clarify confusing language. We have added Human Resources Specialist III to the Salary Schedule as it was not listed and should be as we do have that position in our classification list. We struck Assistant Business Manager from the schedule as we no longer have this classification in our list. In Section 3 Holiday, in point 3.4 we changed 'pay period' to 'month' which is in keeping with current practice. In section 6 we struck 'have the option to make up any lost time' and changed it to 'will be rescheduled as it fits with library needs'. In most cases these hours will be rescheduled but we want our supervisors to schedule the hours when they are truly needed rather than giving the employees an expectation that they can choose when the hours are scheduled. This is not a change of practice, just better wording. In Section 11 Break Time we struck 'between their third and fifth hours of work' because the law no longer requires this specific language. The page numbers are all askew in this draft. I will clean it up and make things nice and tidy when the final version is distributed. It takes some time to do the formatting so I will save that for the end. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy as presented on R 10.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

General Business:

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their reports at the April board meeting, sharing up to five service-related success stories or impacts that their library or department made in the previous year (or since their last report).

Rensselaer Library Roof Project: At our meeting last month we discussed preventative measures moving forward to address our vulnerability for frozen and broken water pipes at the Rensselaer Library in cold, frigid temperatures. One measure that has been presented is the addition of insulated decking to our roof project. At our April meeting we will discuss the legalities of this measure,

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associated costs, and the process to determine if this is an option the board wishes to pursue.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Deana George, chair of the director's evaluation committee. Deana will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Natalie Waling and Jody Melton also serve on this committee.

Director's Report

Wheatfield Branch Librarian, Diana Kooy, has indicated her plans to retire at the end of April after more than 30 years of service. Wheatfield Staff and Friends are hosting a retirement gathering for her on April 23 from 11am-3pm. Diana has been sorting and organizing her files, preparing them for her successor. We wish her all the best in her retirement. Her contributions have been significant and far reaching.

We received our renewal rates for our Building Insurance. Last year's premium was \$23,969. Our premium will be \$24,754 effective April 16, 2014.

We moved back into our offices and workspaces at the Rensselaer Library during the week of March 31. Carpet was installed on Friday, March 28 throughout most of the staff areas. The circulation area is not yet carpeted as the installers did not have enough carpet with them to do this area. The individual who measured for the carpet did not include this area in his measurements, so carpet for that space is currently on order. Once we receive our check for furnishings, we will proceed with ordering replacement items. For now we are working off of tables. We have a long punch list of items that still need to be addressed by the contractors. It is my understanding that someone will be out in a week or so to install our new doors in the Technical Services area and take care of the punch list. We also have some concerns with the carpet, so someone will be out to meet with us to review our concerns. This continues to be a time consuming matter, but we have made a lot of wonderful progress! I did visit the Rensselaer Mayor, requesting that he waive the sewage portion of our water bill for our two flood days. He was happy to make that adjustment, and we are appreciative.

We have added up our snow removal costs for this winter. Our total for all three libraries was \$8,630. Last year's total was \$2,780. We budgeted \$6,000 for snow removal, yet we are still over budget in this area. Our plan, to make up some of this money, is to do little to no mulching this spring and summer. We will address trouble spots if they present themselves. We will only do essential bush and tree trimming, and we reduced the number of lawn fertilizer applications we will receive, in consultation with our vendor.

We received word that the Jasper Foundation has authorized a \$300 payout from our Jasper County Public Library Fund. We have not yet learned if we will receive a payout from the Fendig fund. Payout amounts vary each year and are closely tied to the state of our economy and stock market performance.

National Library Week will be celebrated April 13-19. Special events include: daily prize giveaways and a coloring contest for children, ages 3-11. We will also launch our iPads for eAccess project, making iPads available for use in-house so that patrons may access digital magazines. I will be doing a radio spot on WLQI talking about our library and the ways we serve our community.

We are in the midst of our Impact Survey time. Survey ends April 15. Data collected will be used to determine actions for our next Long Range Plan.

Children's Specialists have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is *Fizz, Boom, Read* for younger readers, *Spark a Reaction* for teens, and *Literary Elements* for adults.

Books to Bridge the Region plans for 2014 are underway. Northwest Indiana will be encouraged to read specific books and attend associated programs and events later this year.

I enjoyed PLA in Indianapolis. The keynote speaker was exceptional as were our opening speakers each day of the conference. Some of my favorite sessions included Want Collaboration? Engage Your Community, Local History Tourism – Ghosts, Graveyards, QR Codes, PlaySpaces in the Library, and Spark Talks. It is always energizing and exhausting all at the same time.

System Administrator News

Sheila filed for 471 e-rate grant and finished preparing iPads for in-house use, creating preliminary procedures to get us started. A professional signature utilizing our new logo is available for staff, using a template that Sheila created for this purpose. 12 Service Requests were opened and 11 were closed.

Technical Services News

Becky reports, "This month was a little more settled. We have been receiving Automatically Yours items, as well as Continuations items. These have been placed in the cataloging queue, and are being cataloged as usual. Selectors have been creating carts, and transferring them as they normally would... we are back in our spaces, using tables for desks. We are all glad to be back to some normalcy. It has been 3 months since this ordeal began, and it feels good to be back."

DeMotte Library News

Brenda and her staff report that March has come and gone quickly as they worked on summer program plans and new committee roles, and considered

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ways to improve their library. A new puppet stage has been created with PVC pipe and hand sewn curtains. Brenda enjoyed attending PLA in Indianapolis. A popular March program was 'A Matter of Balance' an eight-week program emphasizing practical strategies for managing falls.

Rensselaer Library News

The Friends of the Library sponsored a program by Bill Jamerson on the Dollar-a-Day Boys – Civilian Conservation Corps. Since meeting rooms were unavailable this program was held in the library and was very well received. Homeschoolers found it particularly interesting. Emily, Jamie, and Linda attended PLA and enjoyed numerous pertinent and helpful sessions. Story time was the only children's program offered this month, focusing more on constructive play and less on crafts.

Wheatfield Library News

Diana reports, "The morning movie, "The Book Thief" was extremely well attended. We had folks from Hebron and Lakes of the Four Season come after calling earlier to find out how to get here. This was a very moving show. I had handed out bookmarks for April's movie showing, so maybe some will come back again. I think since many of these folks had missed the limited and short run of The Book Thief in theaters, they were anxious to see it...Teen Tech Week featured a big program with the showing of the newly released DVD 'Catching Fire'. "Games and prizes were incorporated into this program.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

March 31, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$165,518.80	\$473,272.32	\$91,797.76	\$216,784.55	\$284,457.86
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$10,367.43	\$1,089.11	\$1,516.23	\$2,566.32	\$4,107.54	\$12,958.74
DeMotte	\$2,634.29	\$234.98	\$594.35	\$780.70	\$980.70	\$3,020.64
Rensselaer	\$5,438.24	\$269.88	\$309.25	\$1,084.22	\$1,139.22	\$6,268.21
Wheatfield	\$2,294.90	\$584.25	\$612.63	\$701.40	\$1,987.62	\$3,669.89
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$23.76	\$74.79	\$309,765.58
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$162,540.00	\$0.00	\$0.00	\$11,753.95
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$0.00	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$4,383.00	\$0.00	\$0.00	\$5,978.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$2.86	\$9.30	\$1,262,329.18
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$30,082.00	\$30,082.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$18.77	\$39.85	\$39.51
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$0.00	\$142,981.71	\$150,181.62	\$246,833.89	\$246,833.89	\$96,652.27
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,267.34	\$22,925.39	\$7,267.34	\$22,925.39	\$0.00
FICA Tax Collected	\$0.00	\$6,967.34	\$21,408.06	\$6,967.34	\$21,408.06	\$0.00
State Tax Collected	\$3,131.91	\$3,244.15	\$9,696.13	\$3,160.56	\$9,724.73	\$3,160.51
County Tax Collected	\$2,403.50	\$2,535.46	\$7,523.13	\$2,441.40	\$7,561.08	\$2,441.45
Deferred Comp.	\$0.00	\$3,590.00	\$10,252.40	\$3,590.00	\$10,252.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$3,547.98	\$10,057.23	\$3,547.97	\$10,045.14	(\$17.81)
Employee Life Insur.	(\$0.36)	\$198.48	\$606.44	\$198.48	\$606.80	\$0.00
Employee INPRS	\$0.00	\$2,728.08	\$8,540.18	\$2,728.09	\$8,540.20	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$371,211.45	\$913,161.10	\$371,144.54	\$558,913.72	\$2,297,104.41

Bank Balances
Jasper County Public Library
Report as of: 3/31/14

<i>Bank</i>		
1	Alliance Bank	\$779,201.33
2	Demotte State Bank	\$8,606.19
4	PNC Bank	\$9,026.89
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,297,104.41</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/14 To 3/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$15,840.08	\$47,204.92	25.1
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$84,737.62	\$261,433.34	\$793,120.66	24.8
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,320.80	\$11,859.46	\$55,318.54	17.7
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$6,967.36	\$21,408.12	\$69,226.88	23.6
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$595.66	\$2,924.34	16.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,380.46	\$26,120.90	\$77,930.10	25.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$8,755.11	\$26,836.58	\$152,297.42	15.0
Subtotal	\$1,562,117.00		\$1,562,117.00	\$118,467.09	\$364,094.14	\$1,198,022.86	23.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$83.61	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$236.45	\$580.32	\$7,419.68	7.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$265.61	\$852.61	\$5,647.39	13.1
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,299.93	\$1,622.99	\$6,377.01	20.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$38.53	\$38.53	\$1,961.47	1.9
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$829.76	\$1,806.55	\$13,143.45	12.1
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$2,753.89	\$5,206.85	\$36,543.15	12.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$106.50	\$456.50	\$4,543.50	9.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,176.07	\$3,823.93	23.5
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$0.00	\$1,560.00	\$19,626.00	7.4
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$3,000.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$123.24	\$429.40	\$3,770.60	10.2
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$77.56	\$400.56	\$2,599.44	13.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,036.35	\$2,310.65	\$17,689.35	11.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$100.17	\$3,558.28	\$4,441.72	44.5
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$69.55	\$118.69	\$1,681.31	6.6
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$121.44	\$121.44	\$678.56	15.2
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$100.00	\$100.00	\$150.00	40.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$2,549.18	\$25,950.82	8.9
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$3,867.52	\$11,846.96	\$18,153.04	39.5
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,185.56	\$17,123.39	\$67,876.61	20.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$278.44	\$914.31	\$1,085.69	45.7
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$521.60	\$1,751.10	\$3,948.90	30.7
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$5,095.22	\$12,130.88	\$45,869.12	20.9
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$95.95	\$170.85	\$479.15	26.3
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$1,999.20	\$2,190.70	\$609.30	78.2
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$10,864.97	\$21,731.31	\$83,616.69	20.6
Subtotal	\$561,324.00		\$561,324.00	\$33,643.27	\$83,640.27	\$477,683.73	14.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$253.16	\$514.10	\$39,219.90	1.3
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$6,288.55	\$12,744.98	\$137,255.02	8.5
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$3,693.16	\$4,608.19	\$20,391.81	18.4
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$419.68	\$2,463.79	\$54,449.21	4.3
Subtotal	\$271,647.00		\$271,647.00	\$10,654.55	\$20,331.06	\$251,315.94	7.5
Grand Total	\$2,436,838.00	\$0.00	\$2,436,838.00	\$165,518.80	\$473,272.32	\$1,963,565.68	19.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 3/1/14 To 3/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$4,383.00	(\$4,383.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$4,383.00	(\$4,383.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$4,383.00	(\$4,383.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

***Appropriation Report for* 196 INSURANCE SETTLEMENT F**
Jasper County Public Library

Report Date: From 3/1/14 To 3/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>2. Supplies</i>							
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$125.71	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$125.71	\$125.71	(\$125.71)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$140,000.00	\$147,199.91	(\$147,199.91)	0.0
Subtotal	\$0.00		\$0.00	\$140,000.00	\$147,199.91	(\$147,199.91)	0.0
<i>4. Capital Outlays</i>							
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$2,856.00	\$2,856.00	(\$2,856.00)	0.0
Subtotal	\$0.00		\$0.00	\$2,856.00	\$2,856.00	(\$2,856.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$142,981.71	\$150,181.62	(\$150,181.62)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 3/1/14 To 3/31/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32841	134	AARON'S LAWN CARE	3/10/14	DeM & Wh: Snow removal 1/25-2/17/14	\$2,655.00
32842	135	ACE HARDWARE	3/10/14	25' extension cord, arctic blast 18" steel	\$33.98
32843	136	ALLIED WASTE SERVICES #71	3/10/14	Wh: Trash Service- March 2014	\$57.38
32844	137	ANTHEM BLUE CROSS BLUE	3/10/14	Health Ins. Premiums- March 2014, 17 employees	\$11,084.26
32845	138	ANTHEM LIFE	3/10/14	Life Ins. Premiums-March 2014	\$98.28
32846	139	BAKER & TAYLOR ENTERTAIN	3/10/14	DVDs	\$199.98
32847	140	BAKER & TAYLOR	3/10/14	Books, Continuations, AV, Auto. Yours	\$5,105.93
32848	141	BLUETARP FINANCIAL, INC	3/10/14	Plastic traps, sink drain repair supplies, non-flam con cement pint, brush, masking tape, plywood blade	\$64.68
32849	142	BOYCE FORMS/SYSTEMS	3/10/14	Receipt Books	\$83.61
32850	143	BUSINESS CARD	3/10/14	Staff anniversary expenses, postage, courier hand truck, Summer Reading prizes, books (flood replacement)	\$819.95
32851	144	CARRIAGE PAPER PRODUCT	3/10/14	Receipt Paper Rolls, Thermal Paper Rolls	\$151.47
32852	145	CDW GOVERNMENT, INC	3/10/14	Otterbox Defender Series iPad Air cases	\$178.08
32853	146	CENTER POINT PUBLISHING	3/10/14	Large print standing order March 2014- February 2015	\$532.08
32854	147	D & S COMPUTER SERVICES	3/10/14	Hosting 1st quarter 2014	\$120.00
32855	148	DAVIS WATER SERVICES, INC	3/10/14	6 bags Solar salt	\$48.00
32856	149	DELTA DENTAL	3/10/14	Dental Ins. Premiums- March 2014, 17 employees	\$477.78
32857	150	DEMCO	3/10/14	Large Print labels, book pockets, 10" polyfit	\$274.67
32858	151	DIANA KOOY	3/10/14	Affordable Care Workshop expenses	\$8.19
32859	152	DIANE OPOLSKI	3/10/14	Affordable Care Workshop expenses	\$7.99
32860	153	DONNA BARKO	3/10/14	Mileage 12/27/13-2/27/14: Bank deposits, post office, new hire orientation, FMLA workshop; FMLA workshop expenses	\$181.44
32861	154	ENA SERVICES LLC	3/10/14	Internet Service- February 2014	\$1,461.00
32862	155	EVELYN BRISTOL	3/10/14	Staff Positivity expenses	\$72.99
32863	156	FAEGRE BAKER DANIELS LLP	3/10/14	Legal Assistance on personnel matters	\$106.50
32864	157	FLEX-PAC INC	3/10/14	Hand soap	\$141.51
32865	158	GREY HOUSE PUBLISHING	3/10/14	Books	\$307.50
32866	159	HAMSTRA BUILDERS, INC.	3/10/14	Cut out & reroute flue pipe for filter access	\$151.72
32867	160	HERITAGE OFFICE PRODUCT	3/10/14	Nametag: Sue	\$10.00
32868	161	HP PRODUCTS	3/10/14	Trash bags, vacuum bags	\$111.82
32869	162	IMAGINE VIDEO PRODUCTION	3/10/14	DVD	\$53.00
32870	163	INDIANA LIBRARY FEDERATIO	3/10/14	2014 Trustee & Insitutional Memberships	\$1,999.20
32871	164	JUNIOR LIBRARY GUILD	3/10/14	Books	\$183.00
32872	165	KAUFMAN CONSTRUCTION	3/10/14	Rens: Snow removal January & February 2014	\$1,415.00
32873	166	KIRBY RISK CORPORATION	3/10/14	Lightbulbs	\$706.80
32874	167	LINDA POORTENGA	3/10/14	Mileage 1/16-3/4/14: Management meetings, Branch Counterparts, Book vendor visit	\$78.40
32875	168	MIDWEST TAPE	3/10/14	Audiobook sleeves	\$425.99
32876	169	M W INSURANCE AGENCY	3/10/14	Bond for Assistant Treasurer	\$100.00
32877	170	OFFICE DEPOT	3/10/14	Jan-Dec indexes, footrest, storage binders (flood replacement), copy paper (flood replacement), filler paper (flood replacement), roll-on ink, DVD folders, goo gone, contact paper	\$284.08
32878	171	OVERDRIVE	3/10/14	Database Maintenance Fee & Future Content Purchases (February 2014-January 2015)	\$3,000.00
32879	172	PATTY STRINGFELLOW	3/10/14	Mileage 1/16-2/18/14: Management meeting, Branch visits	\$53.76

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32880	173	PRECISION CONTROL SYSTE	3/10/14	Rens: checked boiler operation after power loss including operator settings, water pressure; DeM: water leaking from ceiling by magazines, inspected area, no leaking piped found, inspected duct work, duct insulation wet, will dry, possibly snow blew in & melted, replaced ceiling tile	\$638.50
32896	174	QUILL CORPORATION	3/10/14	Air dry clay, construction paper (flood replacement), copy paper	\$74.21
32897	175	ROEING CORP.	3/10/14	Tech Maintenance Support - 2nd Installment 2014	\$9,500.00
32898	176	SCHOLASTIC LIBRARY	3/10/14	Books, Continuations	\$832.00
32899	177	SIMPLEXGRINNELL	3/10/14	Wh: Annual Fire Alarm Test & Inspection	\$1,162.00
32900	178	SMILEMAKERS	3/10/14	Summer Reading prizes	\$149.98
32901	179	SVT, LLC	3/10/14	Program expenses	\$31.92
32902	180	TOWN OF WHEATFIELD	3/10/14	Wh: Sewer Service- March 2014	\$56.65
32903	181	TRUGREEN PROCESSING CE	3/10/14	Ice Melt	\$485.00
32904	182	U.S. Postal Service	3/10/14	DeM: PO Box 16 Rental	\$86.00
32905	183	VISION SERVICE PLAN- (IN)	3/10/14	Vision Ins. Premiums- March 2014, 17 employees	\$221.78
32906	184	WAL-MART COMMUNITY/GEC	3/10/14	Paper towel rolls, Afterschool Program expenses, Storytime expenses, children's supplies, DVDs	\$113.98
32907	185	WASTE MANAGEMENT	3/10/14	DeM: Trash Service- March 2014	\$80.22
32908	186	WORLD BOOK INC.	3/10/14	Contiuations (flood replacement)	\$2,457.00
32909	187	YVONNE DEL VECCHIO	3/10/14	Mileage 1/2-2/26/14: Walking books, recycling, deliver newsletter	\$42.34
32910	188	ZIESE PLUMBING, HEATING, &	3/10/14	Repair leak on copper pipe.	\$235.00
0	189	PAYROLL	3/10/14	PAYROLL	\$45,977.20
0	190	BILL HROMADA	3/10/14	Courier Mileage: 2/17/14-2/28/14 (Conf. # 98)	\$347.20
0	191	GREAT-WEST RETIREMENT S	3/10/14	Annuity Contributions withheld 3/10/14 Payroll (Conf. #99)	\$1,795.00
0	192	INDIANA DEPARTMENT OF RE	3/10/14	State & County Taxes withheld 3/10/14 Payroll (Conf. #99)	\$5,779.61
0	193	INPRS fbo PERF	3/10/14	INPRS Contributions 3/10/14 Payroll	\$5,499.13
0	194	IRS USA TAXPAYMENT	3/10/14	Federal Withholding, Medicare, & FICA withheld 3/10/14 Payroll (Acknowledgement# 51989733)	\$10,279.57
32911	195	CENTURYLINK	3/10/14	Rens: Local Phone & Fax Service March 2014	\$123.24
32912	196	CHICAGO TRIBUNE	3/10/14	DeM: Newspaper subscription 3/10-9/7/14	\$259.74
32913	197	CULLIGAN WATER CONDITIO	3/10/14	Wh: Water Cooler Rental- March 2014; 5 gallon drinking water-8	\$65.95
32914	198	KANKAKEE VALLEY PUBLISHI	3/10/14	Annual Financial Report Legal Ads	\$121.44
32915	199	MAGAZINE SUBSCRIPTION SE	3/10/14	Annual June-August Magazine Renewals	\$2,991.42
32916	200	MIDWEST COLLABORATIVE F	3/10/14	Securing Your Library in Troubing Time workshop registration- P. Stringfellow	\$70.00
32917	201	NIPSCO	3/10/14	DeM & Wh: Gas & Electric Service	\$6,591.60
0	202	SAGE PAYMENT SOLUTIONS	3/10/14	Merchant Processing Fees- February 2014 (automatic withdrawal on 3/3/14)	\$46.17
32918	203	SERVICEMASTER CLEAN	3/10/14	Rens: Flood damage repairs & restoration	\$140,000.00
32919	204	TOWN OF DEMOTTE	3/10/14	DeM: Water & Sewer Service- February 2014	\$185.79
0	205	JASPER COUNTY PUBLIC LIB	3/18/14	Levy Excess transfer per DLGF	\$30,082.00
0	206	PAYROLL	3/25/14	PAYROLL	\$48,386.96
0	207	ALLIANCE BANK	3/25/14	Direct Deposit Fees- February 2014	\$36.80
0	208	BILL HROMADA	3/25/14	Courier Mileage: 3/3-3/14/14 (Conf. # 100)	\$347.20
0	209	CITY OF RENSSELAER	3/25/14	RENS: Utilities 2/10-3/7/14 (Conf. #101)	\$3,825.48
0	210	GREAT-WEST RETIREMENT S	3/25/14	Annuity Contributions withheld 3/25/14 Payroll (Conf. #102)	\$1,795.00
0	211	INPRS fbo PERF	3/25/14	INPRS Contributions 3/25/14 Payroll	\$5,609.41
0	212	IRS USA TAXPAYMENT	3/25/14	Federal Withholding, Medicare, & FICA withheld 3/25/14 Payroll (Acknowledgement# 62132029)	\$10,922.47
0	213	AFLAC	3/25/14	Supplemental Insurance - April 2014 (Conf. #103)	\$619.47

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	214	CHICAGO TRIBUNE	3/25/14	Rens: newspaper subscription 3/27/14-3/25/15 Acct# 000010433615 (conf#105)	\$221.00
0	215	THE TIMES	3/25/14	Rens: newspaper subscription 4/14/14-4/13/15 Acct# 170-00054391 (conf#104)	\$221.00
Total Amount of Claims					\$371,211.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 08, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$371,211.45

Date this 14th day of April, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,466.16	\$7,407.68
DeMotte	\$1,160.46	\$2,984.93		
Rensselaer	\$1,547.02	\$2,481.81		
Wheatfield	\$758.68	\$1,940.94		
PHOTOCOPIES:			\$800.23	\$1,819.42
DeMotte	\$307.85	\$793.30		
Rensselaer	\$265.10	\$430.89		
Wheatfield	\$227.28	\$595.23		
INTEREST (Checking, Repurchase, CDs):.....			\$37.59	\$162.72
TAXES:			\$57,121.47	\$171,364.41
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$47,176.36	\$141,529.08		
Local Option/Property Tax Repl.	\$9,945.11	\$29,835.33		
TAXABLE SALES:-.....			\$240.31	\$242.30
REFUNDS:			\$30,132.00	\$35,788.02
Rebates/Refund	\$0.00	\$745.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$0.00	\$4,561.02		
Interfund Transfer	\$30,082.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$91,797.76	\$216,784.55
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,566.32	\$4,107.54
DeMotte	\$780.70	\$980.70		
Rensselaer	\$1,084.22	\$1,139.22		
Wheatfield	\$701.40	\$1,987.62		
LIB. IMPROV. RESERVE FUND:			\$23.76	\$74.79
Interest Earned	\$23.76	\$74.79		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$2.86	\$9.30
Interest Earned	\$2.86	\$9.30		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:.....			\$18.77	\$39.85
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$246,833.89	\$246,833.89
SUB-TOTAL (page 1).....			\$341,243.36	\$467,849.92

WITHHOLDING ACCOUNT FUNDS:

			\$29,901.18	\$91,063.80
FIT Tax Collected	\$7,267.34	\$22,925.39		
FICA Collected	\$6,967.34	\$21,408.06		
State Tax Collected	\$3,160.56	\$9,724.73		
County Tax Collected	\$2,441.40	\$7,561.08		
Deferred Comp Plan	\$3,590.00	\$10,252.40		
Pre-tax Insurance Plans	\$3,547.97	\$10,045.14		
Life Insurance	\$198.48	\$606.80		
INPRS	\$2,728.09	\$8,540.20		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$371,144.54	\$558,913.72

Voucher List
Jasper County Public Library

Report Date: From **4/1/14** To **4/14/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	216	PAYROLL	4/10/14	PAYROLL	\$49,789.96
0	217	BILL HROMADA	4/10/14	Courier Mileage: 3/16-3/31/14 (Conf. # 107)	\$381.92
0	218	GREAT-WEST RETIREMENT S	4/10/14	Annuity Contributions withheld 4/10/14 Payroll (Conf. #109)	\$1,795.00
0	219	INDIANA DEPARTMENT OF RE	4/10/14	State & County Taxes withheld March 2014 Payroll (Ref. #82176)	\$5,601.96
0	220	IRS USA TAXPAYMENT	4/10/14	Federal Withholding, Medicare, & FICA withheld 4/10/14 Payroll (Acknowledgement# 93102338)	\$11,326.58
0	221	TOWN OF DEMOTTE	4/10/14	DeM: Water & Sewer Service- March 2014 (Conf. #106)	\$213.32
0	222	TOWN OF WHEATFIELD	4/10/14	Wh: Sewer Service- April 2014 (Conf. #108)	\$56.65
0	223	INPRS fbo PERF	4/10/14	INPRS Contributions 4/10/14 Payroll	\$5,849.58
32920	224	AARON'S LAWN CARE	4/14/14	DeM & Wh: Snow Removal 3/2-3/12/14	\$990.00
32921	225	ALLIED WASTE SERVICES #71	4/14/14	Wh: Trash Service- April 2014	\$57.38
32922	226	AMERICAN LIBRARY ASSOCIA	4/14/14	Bookmarks, poster	\$54.00
32923	227	ANTHEM BLUE CROSS BLUE	4/14/14	Health Ins. Premiums- April 2014, 17 employees	\$11,084.26
32924	228	ANTHEM LIFE	4/14/14	Life Ins. Premiums-April 2014	\$98.28
32925	229	AUDIOCRAFT PUBLISHING, IN	4/14/14	Book	\$8.05
32926	230	BAKER & TAYLOR	4/14/14	Books, Continuations, AV, Auto. Yours	\$7,586.10
32927	231	BLUETARP FINANCIAL, INC	4/14/14	Drywall repair supplies, sink & faucet repair supplies	\$56.96
32928	232	BRENDA THOMPSON	4/14/14	Mileage 3/11-3/21/14: PLA, B2B	\$211.68
32929	233	BRODART CO.	4/14/14	Two 4'x8' tackboards	\$397.80
32930	234	BUSINESS CARD	4/14/14	Teen Tech Week prize, PLA expenses, Next Issue subscription, shipping	\$1,572.85
32931	235	CAPSTONE PRESS, INC	4/14/14	Books	\$2,228.95
32932	236	CAVENDISH SQUARE PUBLIS	4/14/14	Books	\$959.74
32933	237	CENTURYLINK	4/14/14	Long Distance Service-Rens,DeM, Wh. March 2014	\$7.03
32934	238	CONSOLIDATED INSURANCE	4/14/14	Semi-annual premium for building insurance; annual premium for workman's comp	\$14,946.00
32935	239	COVENTRY HOUSE PUBLISHI	4/14/14	Book	\$7.50
32936	240	CULLIGAN WATER CONDITIO	4/14/14	Wh: Water Cooler Rental- April 2014	\$9.95
32937	241	DAVIDSON TITLES INC.	4/14/14	Books	\$1,049.68
32938	242	DEBORAH KRISTOFF	4/14/14	Circulation Counterparts expenses; Mileage 12/28/13-3/31/14: bank deposits, Circulation Counterparts meeting, Marketing meeting	\$33.98
32939	243	DELTA DENTAL	4/14/14	Dental Ins. Premiums- April 2014, 17 employees	\$477.78
32940	244	DEMCO	4/14/14	Ceiling hanger trak hooks, cloth tape, DVD case inserts, book on CD cases	\$108.00
32941	245	DUMAS & MAHNESMITH P.C.	4/14/14	Legal Assistance: Rensselaer Library Roof Project	\$175.00
32942	246	EMILY DURAN	4/14/14	Mileage 3/19/14: Reader's Advisory meeting	\$24.64
32943	247	ENA SERVICES LLC	4/14/14	Internet Service- March 2014	\$1,461.00
32944	248	FINDAWAY WORLD, LLC	4/14/14	Playaway Views	\$299.97
32945	249	GREY HOUSE PUBLISHING	4/14/14	Books	\$317.50
32946	250	HAMSTRA BUILDERS, INC.	4/14/14	DeM: removed snow and ice from roof; replaced water damaged ceiling tile & insulation	\$677.05
32947	251	HP PRODUCTS	4/14/14	Glass cleaner	\$70.81
32948	252	JASPER COUNTY HISTORICAL	4/14/14	Vintage Views #22	\$10.00
32949	253	JEAN LAMBERT	4/14/14	Radio	\$24.88
32950	254	JILL TACHTIRIS	4/14/14	PLA parking	\$84.00
32951	255	KAPCO	4/14/14	Easy bind clear polyester repair tape, clear polyester wings, vinyl label protectors	\$91.70
32952	256	KAUFMAN CONSTRUCTION	4/14/14	Rens: Snow Removal 3/2-3/12/14	\$230.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32953	257	KEVIN MOORE ELECTRIC	4/14/14	Rens: remove floor outlets after 2nd flood, locate & repair source of phone flashing lights, replace damaged phone jacks; label all electrical & phone circuits	\$614.08
32954	258	KIM DELGER	4/14/14	Circulation Counterparts expenses; Mileage 3/28/14: Circulation Counterparts meeting	\$32.87
32955	259	KIRBY RISK CORPORATION	4/14/14	Ballasts	\$36.67
32956	260	KONE, INC.	4/14/14	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/14	\$393.39
32957	261	LINDA POORTENGA	4/14/14	Book; Mileage 3/4-3/21/14: Book Vendor visit, bank deposit, B2B	\$40.42
32958	262	LINDA THOMPSON	4/14/14	Staff Anniversary expenses	\$40.00
32959	263	MOOLENAAR SUPREME LAW	4/14/14	2014 Annual Lawn Fertilization & Grub Control Applications- DeM & Rens	\$565.00
32960	264	M W INSURANCE AGENCY	4/14/14	Bond for Treasurer	\$100.00
32961	265	NANETTE SPEACHT	4/14/14	Circulation Counterparts expenses	\$9.99
32962	266	NITCO	4/14/14	DeM: Local Phone & Fax Service April 2014	\$109.03
32963	267	PAT KOPANDA	4/14/14	Books	\$40.00
32964	268	PATTY STRINGFELLOW	4/14/14	Mileage 3/7-4/2/14: NWI Directors meeting, PLA, Marketing meeting, library visits	\$181.44
32965	269	PEGGY WOODS	4/14/14	Mileage 1/8-3/25/14: transport, AV shopping, post office	\$23.41
32966	270	PRECISION CONTROL SYSTE	4/14/14	DeM: inspected wet ceiling tile near magazine area, found water coming from snow melt, replaced ceiling tile, checked tile on east side near large window, dry	\$163.50
32967	271	QUILL CORPORATION	4/14/14	Copy paper, toner cartridges, gel wrist rests, colored copy paper, book tape, rubber bands, scotch tape, typewriter ribbons, facial tissues, labels, business cards	\$609.34
32968	272	RAYANN GILMORE	4/14/14	Rens Petty Cash: postage	\$46.03
32969	273	RENSSELAER CENTRAL HIGH	4/14/14	2012-2013 Yearbook	\$45.00
0	274	SAGE PAYMENT SOLUTIONS	4/14/14	Merchant Processing Fees- March 2014 (automatic withdrawal on 4/2/14)	\$49.10
32970	275	SVT, LLC	4/14/14	NWI Directors Meeting expenses	\$11.97
32971	276	TEAM SOFTWARE SOLUTION	4/14/14	Public Web Browser Annual Renewal	\$125.00
32972	277	VISION SERVICE PLAN- (IN)	4/14/14	Vision Ins. Premiums- April 2014, 17 employees	\$174.06
32973	278	WASTE MANAGEMENT	4/14/14	DeM: Trash Service- April 2014	\$80.22
32974	279	4-COUNTY SUPPLY	4/14/14	DeM: Drinking fountain repair parts	\$16.98
32975	280	ACE HARDWARE	4/14/14	Nuts, washers, trapp pvc, dual thread aerator chrm, nails, drain replacement parts, duct tape	\$75.29
32976	281	CDW GOVERNMENT, INC	4/14/14	Printer	\$158.92
32977	282	CENTURYLINK	4/14/14	Rens: Local Phone & Fax Service- April 2014	\$123.38
32978	283	HP PRODUCTS	4/14/14	Mop heads	\$17.42
32979	284	INDIANA DEPT. OF WORKFOR	4/14/14	1st Quarter 2014 Unemployment Compensation Pymt	\$1,912.49
32980	285	INFINISOURCE, INC.	4/14/14	Cobra Administrator Annual Fee	\$600.00
32981	286	JASPER COUNTY TREASURE	4/14/14	DeM: Tax bill for ditch	\$240.00
32982	287	MOHLER ARCHITECTS, P.C.	4/14/14	Rens: roof inspection, re-roof project	\$1,539.00
32983	288	NIPSCO	4/14/14	DeM & Wh: Gas & Electric Service March 2014	\$6,247.07
32984	289	OFFICE DEPOT	4/14/14	Rolodex (flood replacement), wite-out, permanent markers, scotch tape, paper clips, construction paper, filament tape	\$198.54
32985	290	RENSSELAER ROTARY CLUB	4/14/14	January & February 2014 dues & meals	\$80.00
32986	291	THE TIMES	4/14/14	Wh: Newspaper subscription 5/9/14-5/8/15 Acct# 170-00037838	\$221.00
32987	292	UNIQUE MANAGEMENT SERVI	4/14/14	Collections: Initial/Secondary Placements- March 2014	\$44.75
32988	293	WAL-MART COMMUNITY/GEC	4/14/14	Plug protectors, Afterschool & teen program supplies, wipes, cleaning supplies, DVDs, CDs	\$1,325.33

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$136,718.18

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 14, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$136,718.18**

Date this 14th day of April, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

May

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 12, 2014, 6pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Workshop Request (R12)

General Business

Rensselaer Library- Re-roof Project (R 12)
Apps and eMovies (R12)
Director Salary 2015 (R 12)

Information
Information
Action

Director's Report (R 12-R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 14, 2014
DeMotte Library

Present: Timothy Schultz, Janet Umlauf, Janelle Harper, Natalie Waling, Mari Anne Sayler, Jody Melton, Patricia Stringfellow, Rayann Gilmore, Brenda Thompson, Evie Bristol, Harry Mohler, Russ Bailey

Absent: Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, revisions to the Personnel Policy, Advance Tax Draw, and Salary Ordinance Update were approved on a motion by J. Melton, and seconded by M. Sayler. Motion passed.

Rensselaer Library Roof Project: P. Stringfellow explained that after many discussions this winter regarding the location of the water pipes at the Rensselaer Library and the challenges that we faced this winter with the severe weather. Architect, Harry Mohler, has shared with the Board some of the options for improvement. The solution that the Board seemed to be most interested in as of the last meeting was the addition of insulated decking to the Rensselaer Library re-roof project. The Board asked at the last meeting that Harry and Todd Luke, the library's maintenance person, inspect the roof to be sure that there was not an opening that would have caused the problems. Harry and Todd have both inspected the roof since the last meeting and have reported that there was nothing that would have caused the problem. We are currently in the midst of a roof project, a contract having been signed last fall. Materials were purchased last fall and placed in storage in preparation for the work to be done this spring. To change the scope of the project would require a change order. Change orders cannot exceed 20% of the total amount of the project. Russ Bailey, the Library's attorney, looked into this and found that if the reason for the change order is an emergency then the 20% limit does not apply. Harry contacted Hamstra Group to get an estimate of how much insulated decking would add to the cost of the project. The amount to be added to the cost of the project would be \$116,375. We have the money to pay for the additional cost in the Library Improvement Reserve Fund (LIRF). The library needs to get permission to spend this money from LIRF. In order to get permission to spend the money, the library would need to seek a change to appropriation. To do this we would need to go before the County Council and get permission to do a change to appropriation. This requires a legal notice for taxpayers. We would not be able to advertise to the public in time for the April County Council meeting and so would have to wait until the May County Council meeting. Once we have permission from the County Council, a form would then have to be filled out and sent to the Department of Local Government Finance for their approval. It is very likely that we would not have permission to spend the money until around June 1. The current roof contract specifies that work should be complete by June 1. The contract dates would need to be extended. J. Melton moved, seconded by T. Schultz that due to the unforeseen circumstance of frozen and broken water pipes at Rensselaer Library that resulted in extensive damage to the library that we declare an emergency and once an additional appropriation is approved seek a change order for our re-roof project to add insulated decking to the scope of the project. Motion passed. M. Sayler moved, seconded by J. Melton to seek an additional appropriation in the amount of \$120,000 from our Library Improvement Reserve Fund and give notice of our proposed additional appropriation. Motion passed. J. Melton moved, seconded by M. Sayler to authorize Director, Patty Stringfellow, to sign two change orders to be prepared by Architect, Harry Mohler. The first change order to extend the date of the roof contract to August 1 and the second

change order to increase the contract amount by \$116,375 upon approval of the additional appropriation. Motion passed.

DeMotte Library Annual Report: Brenda Thompson reported that they are providing a variety of programs to patrons including quilting, basket weaving, oil painting, senior movies, Everglades of the North, Dining with Diabetes, and a balance class presented by the Purdue Extension Office. Yvonne DeVecchio has been busy with walking books. She is now up to 20 walking book patrons between weekly home visits in town, monthly home visits out of town, and visits to Oak Grove. Brenda continues to work with the Books to Bridge the Region reading initiative. She reports that they are narrowing down the book choices for this year and have a couple good options for speakers. Books to Bridge is lucky to have the continued support of Purdue University this year. The DeMotte staff has been busy this year with many book and art displays. It is great to have such creative staff. Another big project has been weeding the collection. Jill Tachtiris has been working hard on this. Help at Home Healthcare has been bringing special needs adults and kids to the library. Brenda shared that she was able to make a connection with one boy by sitting with him and reading some books.

Evie Bristol shared that the First Friday program, which is geared toward those with special needs, is going well. This is a program that she started in February 2013 and she now has two regulars for the program and a few others occasionally. The adult creative writing group has been meeting at the library for a year now and the YA group was restarted after a break during the summer and fall. The Santa Visit continues to be popular. We get to see a lot of new faces and are able to promote other library programs and services while people are waiting. Summer Reading was well attended once again. The teens had expressed interest in having presenters like the younger kids do, so Evie was able to have one this last year and is in the process of booking a couple presenters for the teens this year. The numbers for the Lapsit, Toddler Time, and Story Time programs are increasing again and the Lego program also continues to have good attendance. Evie reports that Playaway Views were recently added to the juvenile collection and are getting good feedback. Playaways were added to the YA collection. The YA collection continues to grow. Even with de-selection/weeding the YA room is full. A new shelf was purchased and quickly filled. Evie and Karla Hausenfleck are working well together. Karla has a lot of great ideas for the youth department and she and Evie are able to split many duties, so that they both get to know the kids. Evie also shared that she is working hard to finish her Master's degree.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, D. George, by April 24. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. J. Melton and N. Waling also serve on this committee.

Director's Report: Wheatfield Branch Librarian, Diana Kooy, plans to retire at the end of April after more than 30 years of service. Wheatfield Staff and Friends of the Library are hosting a retirement gathering for her on April 23 from 11am-3pm. We wish her all the best in her retirement. Her contributions have been significant and far reaching.

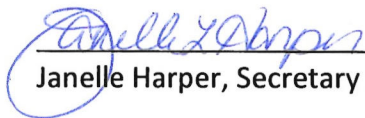
M. Sayler is retiring from the Board. Her term expires May 9, 2014 and as she has served 4 consecutive 4-year terms, she cannot be re-appointed. We appreciate her 16 years of service.

We moved back into our offices and workspaces at the Rensselaer Library during the week of March 31. Carpet was installed on March 28 throughout most of the staff areas. The circulation area is not yet carpeted as the installers did not have enough carpet with them to do this area. The individual who measured for the carpet did not include this area in his measurements, so carpet for that space is currently on order. We will begin to purchase replacement furniture once we receive the check from our insurance company. P. Stringfellow visited the Rensselaer Mayor, requesting that he waive the sewage portion of our water bill for our two flood days. He was happy to make that adjustment and we are appreciative.

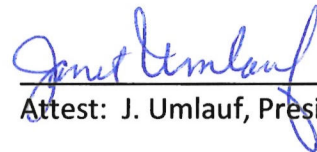
National Library Week is being celebrated this week with coloring contests, prize drawings, and the launching of the iPads with eMagazine access.

We have extended our Impact Survey to April 28. The survey is available on the library's website.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 7:18 PM.



Janelle Harper, Secretary Pro-Tem



Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE

April 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	0	2	19
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	3	0	0	3
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	29	2	2	33
Blu-Ray (DBR)	106	2	1	109
Books on CD (DBKCD)	175	14	5	194
Books on Tape (DBKT)	3	0	1	4
Compact Disc (DCD)	292	7	6	305
Digital Audiobooks (DDA)	15	0	1	16
DVD (DDVD)	1300	12	3	1315
Equipment (DEQP)	44	0	0	44
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	673	23	13	709
Fiction Fantasy (DFICF)	0	1	0	1
Fiction Mystery (DFICM)	79	5	3	87
Fiction New (DFICNEW)	390	21	5	416
Fiction Science Fiction (DFICSF)	10	0	0	10
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	55	0	5	60
Hanging Bags (DHANG)	1	0	0	1
ILL (DILL)	76	0	1	77
Internet (DINTER)	942	0	0	942
Juv. Audio book (DJAUDB)	11	1	0	12
Juv. Biography (DJBIO)	44	2	0	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juvenile Easy (DJE)	493	12	20	525
Juv. Easy Non-fiction (DJENF)	54	3	2	59
Juv. Easy Reader (DJER)	223	3	5	231
Juv. Fiction (DJFIC)	384	11	14	409
Juv. Holiday books (DJHOL)	49	1	0	50
Juv. Magazine (DJMAG)	32	0	0	32
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	278	20	6	304
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	5	0	0	5
Juv. Toddler (DJTOD)	133	0	1	134

Large Print Fiction (DLPF)	223	19	2	244
Large Print Nonfic (DLPNF)	9	1	0	10
Magazine (DMAG)	704	14	12	730
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	0	15
Nonfiction 100 (DNF100)	14	0	0	14
Nonfiction 200 (DNF200)	24	1	1	26
Nonfiction 300 (DNF300)	47	3	4	54
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	9	0	0	9
Nonfiction 600 (DNF600)	252	3	14	269
Nonfiction 700 (DNF700)	76	2	5	83
Nonfiction 800 (DNF800)	5	3	1	9
Nonfiction 900 (DNF900)	68	4	1	73
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	62	2	1	65
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	114	8	8	130
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	0	0
Software (DSWAR)	9	0	0	9
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	12	0	0	12
YA Audio book (DYAUDB)	6	2	1	9
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	151	14	10	175
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	1	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	17	2	20
Blu-Ray (RBR)	0	150	0	150
Books on CD (RBKCD)	10	171	1	182
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	159	0	159
Digital Audiobooks (RDA)	1	21	0	22
DVD (RDVD)	16	2358	16	2390
Equipment (REQP)	0	61	0	61
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	37	0	37
Fiction (RFIC)	27	599	8	634
Fiction New (RFICNEW)	5	361	9	375

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	231	0	232
Hanging Bag (RHANG)	0	15	0	15
ILL (RILL)	5	112	1	118
Internet (RINTER)	0	1132	0	1132
Juv. Audio book (RJAUDB)	1	18	0	19
Juv. Biography (RJBIO)	5	32	0	37
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	4	25	0	29
Juvenile Easy (RJE)	20	563	9	592
Juv. Easy Non-fiction (RJENF)	0	106	4	110
Juv. Easy Reader (RJER)	7	251	4	262
Juv. Fiction (RJFIC)	15	532	6	553
Juv. Magazine (RJMAG)	0	27	0	27
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	21	503	7	531
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	4	0	4
Juv. Toddler (RJTOD)	5	143	0	148
Large Print Fiction (RLPF)	31	204	3	238
Large Print Nonfic (RLPNF)	0	8	0	8
Magazine (RMAG)	2	428	1	431
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	11	0	12
Non-Fiction 100 (RNF100)	2	27	1	30
Non-Fiction 200 (RNF200)	1	24	0	25
Non-Fiction 300 (RNF300)	5	62	3	70
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	0	36	0	36
Non-Fiction 600 (RNF600)	20	177	4	201
Non-Fiction 700 (RNF700)	7	51	0	58
Non-Fiction 800 (RNF800)	0	9	0	9
Non-Fiction 900 (RNF900)	2	62	0	64
Nonfiction Blu-Ray (RNFBFR)	0	5	0	5
Nonfiction DVD (RNFDVD)	5	131	0	136
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	207	1	218
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	0	17	0	17
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	1	7
YA Biography (RYAB)	0	3	0	3

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	18	160	11	189
YA Music CD (RYACD)	1	71	1	73
YA Nonfiction (RYANF)	0	13	0	13
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	15	17
Blu-Ray (WBR)	1	2	166	169
Books on CD (WBKCD)	10	16	123	149
Books on Tape (WBKT)	0	1	3	4
Compact Disc (WCD)	0	9	160	169
Digital Audiobooks (WDA)	0	0	16	16
DVD (WDVD)	22	30	1477	1529
Equipment (WEQP)	0	0	35	35
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	24	24
Fiction (WFIC)	32	23	286	341
Fiction Fantasy (WFICF)	3	0	4	7
Fiction Mystery (WFICM)	9	2	31	42
Fiction New (WFICNEW)	18	13	277	308
Fiction Science Fiction (WFICSF)	0	1	5	6
Fiction Western (WFICW)	0	2	8	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	36	36
Hanging Bags (WHANG)	0	0	11	11
ILL (WILL)	0	3	42	45
Internet (WINTER)	0	0	506	506
Juv. Audio book (WJAUDB)	1	0	7	8
Juv. Biography (WJBIO)	4	2	15	21
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	6	0	21	27
Juvenile Easy (WJE)	8	11	378	397
Juv. Easy Non-fiction (WJENF)	3	2	24	29
Juv. Easy Reader (WJER)	0	0	330	330
Juv. Fiction (WJFIC)	15	14	328	357
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	18	31	256	305
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	4	50	56
Large Print Fiction (WLPF)	16	13	84	113
Large Print Nonfic (WLPNF)	0	0	4	4
Magazine (WMAG)	17	0	321	338
Non-Fiction 000 (WNF000)	0	0	8	8
Non-Fiction 100 (WNF100)	0	0	6	6
Non-Fiction 200 (WNF200)	0	3	7	10
Non-Fiction 300 (WNF300)	6	4	21	31
Non-Fiction 400 (WNF400)	0	1	7	8

Non-Fiction 500 (WNF500)	3	0	3	6
Non-Fiction 600 (WNF600)	13	16	118	147
Non-Fiction 700 (WNF700)	2	1	31	34
Non-Fiction 800 (WNF800)	2	0	5	7
Non-Fiction 900 (WNF900)	3	3	11	17
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	8	2	79	89
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	20	5	79	104
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	17	17
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	7	7
YA Audio book (WYAUDB)	0	0	2	2
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	18	179	213
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	11	13
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8315	9810	5908	24033

CIRCULATION BY HOLDINGS CODE
April 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	0	2	19
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	3	0	0	3
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	31	20	19	70
Blu-Ray (BR)	107	159	167	433
Books on CD (BKCD)	195	201	129	525
Books on Tape (BKT)	3	1	4	8
Compact Disc (CD)	292	175	166	633
Digital Audiobooks (DA)	16	21	17	54
DVD (DVD)	1338	2400	1496	5234
Equipment (EQP)	44	61	35	140
See librarian (ERR)	0	0	0	0

Express Book (EXP)	42	37	24	103
Fiction (FIC)	732	645	307	1684
Fiction Fantasy (FICF)	3	1	4	8
Fiction Mystery (FICM)	88	7	34	129
Fiction New (FICNEW)	413	395	291	1099
Fiction Science Fiction (FICSF)	10	1	5	16
Fiction Western (FICW)	7	2	8	17
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	56	231	41	328
Hanging Bags (HANG)	1	15	11	27
ILL (ILL)	81	115	44	240
Internet (INTR)	942	1132	506	2580
Juv. Audio book (JAUSB)	13	19	7	39
Juv. Biography (JBIO)	53	36	15	104
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	29	25	21	75
Juvenile Easy (JE)	521	586	407	1514
Juv. Easy Non-Fiction (JENF)	57	111	30	198
Juv. Easy Reader (JER)	230	254	339	823
Juv. Fiction (JFIC)	414	557	348	1319
Juv. Holiday (JHOL)	49	1	0	50
Juv. Magazine (JMAG)	32	27	17	76
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	317	554	269	1140
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	5	4	0	9
Juv. Toddler (JTOD)	140	147	51	338
Large Print Fiction (LPF)	270	236	89	595
Large Print Nonfic (LPNF)	9	9	4	22
Magazine (MAG)	723	442	334	1499
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	11	8	35
Non-Fiction 100 (NF100)	16	27	7	50
Non-Fiction 200 (NF200)	25	28	8	61
Non-Fiction 300 (NF300)	58	69	28	155
Non-Fiction 400 (NF400)	2	7	7	16
Non-Fiction 500 (NF500)	12	36	3	51
Non-Fiction 600 (NF600)	285	196	136	617
Non-Fiction 700 (NF700)	85	54	36	175
Non-Fiction 800 (NF800)	7	12	6	25
Non-Fiction 900 (NF900)	73	69	12	154
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	75	135	80	290
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	144	220	88	452
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	0	0	3

Reference (REF)	79	121	45	245
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	8	2	10
Software (SWAR)	9	17	17	43
Vertical File (VF)	1	0	0	1
VHS	12	0	7	19
YA Audio book (YAUDB)	6	8	4	18
YA Biography (YAB)	1	3	1	5
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	185	192	200	577
YA Music CD (YACD)	1	71	1	73
YA Nonfiction (YANF)	14	14	11	39
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	1	0	3
				0
Free reads	473	379	112	964
Games/Puzzles	7	2	0	9
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8874	10312	6065	25251

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2040	1704	874	4618
Nonfiction	923	1007	453	2383
CHILDREN'S BOOKS				
Fiction	1322	1544	1147	4013
Nonfiction	484	706	314	1504
YA BOOKS				
Fiction	244	423	241	908
Nonfiction	15	17	12	44
Magazines, Adult	723	442	334	1499
Magazines, Children	32	27	17	76
Sound Recordings, adult	512	406	325	1243
Sound Recordings, ch	44	130	40	214
Online databases	0	0	0	0
Software	9	17	17	43
Vertical file	1	0	0	1
VHS/DVD/Blu-Ray	1532	2694	1750	5976
Equipment	44	61	35	140
Total	7925	9178	5559	22662
A-V Circulation	2097	3247	2132	7476
A-V Circulation as % of total	26.5%	35.4%	38.4%	33.0%

April 2014

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,795	70,258	53,959
Circulation Increase/Decrease	-9.1%	-17.2%	-15.7%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	26,393	22,662	-14.1%
Jan. to date circulation	105,557	84,872	-19.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,403	20,995	13,582	13,625	14,524	14,607 Fiction
20,037	20,064	20,693	20,597	10,157	10,186 Nonfiction
CHILDREN'S BKS					
14,624	14,266	12,775	12,782	11,296	11,319 Fiction
8,284	8,294	6,809	6,826	5,848	5,897 Nonfiction
YA BOOKS					
2,235	2,258	2,949	2,964	2,456	2,481 Fiction
595	595	757	757	134	134 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	20	20	0	0 Games, Toys
3,608	3,631	4,077	4,080	4,032	4,044 Sound Rec/Adult
756	756	600	600	836	837 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	333	332	172	172 Software
0	0			4	4 Vertical Files
4,524	4,587	7,306	7,504	4,134	4,214 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,415	75,795	70,072	70,258	53,657	53,959 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	207	45	196	42	344	75	747	162
LOCAL HISTORY								
In person	4	1	5	1	0	0	9	3
Letters written	3	3	7	7	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	942	39	1132	47	506	21	2580	108
Internet use-Wireless	2130		2549		1156		5835	
Computer software used	231	19	154	13	88	7	473	39
VCR Use	0	0	2	0	0	0	2	0
Microforms	44	6	33	4	0	0	77	10
CD ROM/Online databases	149	12	123	10	57	5	329	27
Typewriter use	0	0	1	0	0	0	1	0
Other equipment used	1	0	0	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	69	69	14	9	0	0	83	55
Notarized documents	17	4	14	4	6	2	37	9
Meeting Room Use (no. of group)	38	13	24	8	29	10	91	30
Study room use	28	2	12	1	17	1	57	5
Proctoring	1	1	0	0	0	0	1	1
Tax Forms distributed	31	0	0	0	0	0	31	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							993	
IN-HOUSE USE ITEMS	141		301		151		593	
SELF-CHECKOUT USE	196		910		353		1459	
INTERLIBRARY LOANS								
Requests made for:	73	18	133	33	49	12	255	64
Items rec'd for:	79	40	121	61	45	23	245	123
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8639	8805	5103	22547
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	380	557	134	1071
Number of New Patrons Added	41	43	32	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	3	18	0	0	4	24
Children's Programs (0-13)	11	66	13	78	8	48	32	192
Number attending	177		249		165		591	
YA Programs (14-17)	0	0	0	0	1	6	1	6
Number attending	10		16		5		31	
Adult Programs	1	6	1	6	0	0	2	12
Number attending	176		68		27		271	
Senior Citizen Programs	7	42	4	24	4	24	15	90
Number attending	150		41		43		234	
Total Number of Programs	20	120	21	126	13	78	54	324
Total Persons Attending	513		374		240		1127	
Total Attending Same Month Last Yr.	615		549		383		1547	
Total Staff Hours Spent		393		367		233		993
								970
Total Number of In-House Program	13		17		10		40	
Total Attendance	199		169		103		471	
Total Number of Outreach Program	7		4		3		14	
Total Attendance	314		205		137		656	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5934	75.6%	5835	64.4%	3871	70.2%	15640	69.7%
Corporate	16	0.2%	89	1.0%	0	0.0%	105	0.5%
Juvenile 0-11	126	1.6%	257	2.8%	40	0.7%	423	1.9%
Juvenile-AV	709	9.0%	1157	12.8%	697	12.6%	2563	11.4%
Nonresident No Fee	0	0.0%	0	0.0%	3	0.1%	3	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	126	1.6%	517	5.7%	73	1.3%	716	3.2%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	7	0.1%	11	0.1%	0	0.0%	18	0.1%
Reciprocal YA	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	11	0.1%	0	0.0%	11	0.0%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	71	0.8%	0	0.0%	71	0.3%
Staff	640	8.1%	702	7.7%	518	9.4%	1860	8.3%
Walking books	110	1.4%	97	1.1%	0	0.0%	207	0.9%
YA 12-17	12	0.2%	69	0.8%	18	0.3%	99	3.1%
YA-AV	173	2.2%	222	2.5%	294	5.3%	689	3.1%
Total	7853		9059		5514		22426	
 All items borrowed by nonresidents	 133	 1.7%	 631	 7.0%	 76	 1.4%	 840	 3.7%

**Salary Ordinance 2014
Updated 5/12/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Loki Maguran Jacobson	Page	\$7.25	4/30/14	10	R

We have hired Loki Maguran Jacobson as a new Rensselaer Page, replacing Janalu McKay who resigned to take a position elsewhere.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 5/12/14.

<u>Gayle L. Harper</u>	<u>Deanna K. George</u>
<u>Jody Melton</u>	<u>Timothy M. Schuch</u>
<u>Natalie A. Walinga</u>	<u>_____</u>
<u>Janet Umbley</u>	

**Director's Report
April 2014**

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

2014 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Workshop Request: HR Specialist, Donna Barko, has requested permission to attend a workshop entitled Managing Emotions Under Pressure. Content will include: how to respond with a level head, adapting to workplace changes, sticking with difficult challenges when solutions don't come easily, and developing self-control. This training seminar will be held September 16 in Merrillville, and the cost to attend is \$149. **If you approve the Consent Agenda, you will approve D. Barko attending this workshop.**

General Business

Rensselaer Library Re-roof Project: As authorized by the Board, I have signed Change Order one, which adds 60 days to the time for substantial completion. The new substantial completion date is August 1, 2014. Our Additional Appropriation Notice was published as required by law on May 1. We are set to attend the May 20 County Council meeting to request our additional appropriation. Our assigned time is 7:40pm. Janet and Janelle have indicated that they will attend. I will present our request and provide a handout for council members that may help in their decision making. If the additional appropriation is approved we will have the funds needed to add insulated decking to the re-roof project.

Apps and eMovies: As you know we provide eBooks for our patrons via Overdrive. Streaming movies are now available through Overdrive as some members of our consortium are adding them to the collection that their and our patrons may access. We will begin to add to this collection on a small scale. Streaming movies are gaining in popularity, and at some point we will likely direct more resources toward some form or forms of eMovies. In addition, as we consider ways to use some of the eDevices we have purchased for staff and patron use, the use of free or fee based apps may be valuable. For example, some libraries have iPads available for children to use that have age-appropriate apps downloaded for their use. It is possible that we may consider doing something similar as we continue to serve our patrons with a variety of formats.

Director Salary 2015: As per Board and Administration Monthly Tasks, Director salary for 2015 is determined in open session.

Director's Report

There are no policies to review this month.

Karen Wilson, Jasper County Emergency Management Director, has contacted us to report that Jasper County has received two declarations for the January 5-8, 2014 Arctic Blast, a Severe Winter Storm Declaration (emergency work and repair or replacement of disaster-damaged facilities) and Snow Assistance (emergency assistance will be provided for a period of 48 hours for snow removal only). At this point in time Karen has asked us to fill out and submit a Request for Public Assistance. We completed that right away. At some point we will receive information about an Applicant Briefing Webinar to learn more. While our insurance did reimburse us for repairs and lost materials, supplies, furniture, and equipment, we are still out the money for our deductibles. Perhaps we can recover some of those costs and a portion of snow removal costs for the declaration days. I will share more information as I become aware.

At Rensselaer Library staff moved back into their offices and the workroom and worked to re-establish work stations and work flow once again. ServiceMaster returned at the end of April to hang replacement doors in Tech Services and work on a long punch list of assorted items. The last portion of carpet is to be installed after we close on Friday, May 9. We have distributed budgets to those who will begin selecting replacement furniture and equipment for their departments with insurance covering these costs. This has been a long journey, but it seems we are entering into some final phases. It will take time to order, receive, and assemble our new furniture so we have a ways to go before we can call the work 'done'.

Our Impact Survey ended April 28. We will have collated data. This data could prove helpful as we prepare to draft a new strategic plan. In addition to this survey about our library technology, we have drafted a User/Non User Survey to query our community on some non-technology related services. We have not set a survey timeframe yet but will offer it soon.

The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2014 Budget Workshop on June 25 at the Indiana State Library. At this time Rayann and I are registered to attend, and I would like to invite any interested Board members to join us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information. If any of you are interested in attending, please let me know.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country.

Wheatfield Library News

Diana's last work day was April 30. Wheatfield staff and Friends hosted a lovely retirement reception for her. Current and past employees and board members attended, wishing Diana all the best in her retirement. The position has been posted and the library is currently receiving applications.

Rachael visited Wheatfield Elementary during kindergarten roundup to connect with children and parents and market the library. Summer Reading plans were in full swing as performer paperwork was collected, school visits were scheduled, and promotional items were received. Summer Reading will be here before we know it.

System Administrator News

Sheila viewed two webinars this month, Heartbleed and Client Systems Webinar and a NICCL Business Meeting. She began Spiceworks setup and online training. Spiceworks will be our new Aargh! system. Meraki devices have been configured and installed at DeMotte Library. They will help in the equitable distribution of wireless service to patrons.

Sheila inventoried items from Flood 1 and Flood 2, did a server room clean up, and recycled items with no value or service life remaining. 10 Service Requests were opened and 11 Service Requests were closed.

Technical Services News

Becky reports, "Things are almost back to normal! We are now able to place orders and receive boxes of books in Technical Services. This month has been uneventful, especially when compared to the first three months of the year. Orders have been placed, selectors went on an AV trip (I'm overwhelmed with movies!), and we even had a carry-in."

She continues, "workers from Service Master were in our area changing the doors, replacing ceiling tiles, and doing other odds and ends that needed seeing to. We've looked for new desk chairs online, and have made our selections."

DeMotte Library News

Brenda reports, "April has been full of hustle and bustle... lap sit, preschool visits, Books to Bridge, and 1st Friday story time. There was the smell of popcorn in the air as our Spring Festival was a fun family night for the community."

From Children's Assistant, Karla: "April's Afternoon Adventure Club was a little different this month. Local published author, Pat Kopanda, read one of her stories to the students and talked about Haiku poetry. She and I helped the students write their own haiku poems. I typed their poetry out and added a picture (with their permission) and they are now displayed on the wall until next month."

Rensselaer Library News

Linda reports, "The trees and flowers are blooming, though the weather is still chilly on and off. We have spent a lot of time this month on facilities... Debbie represented the library at the Brookside Park Earth Day festivities, and had a cute hand/tree craft... The annual Unbirthday carry-in was held, and delicious pizzas, funded by the Friends of Library, were enjoyed. We had a helpful Community Service person, who worked off 10 of her 16 hours here. A few public service staff attended Diane's retirement party. The children's department also held their successful 2nd annual stuffed animal sleepover!"

Jamie reports, "The Titanic program for ages 7-12 was full. The kids were enthusiastic about the topic and they learned new things. They were each issued a boarding pass that featured an actual passenger. I had bios for those people and whether they died or survived covered on a wall. They were revealed at the end of the program. I also had ice water in a bowl so that the kids could get an idea of how cold the water was that night (my water was still at least 10 degrees warmer than the real thing). I also played a song believe to have been the final song the orchestra played and an example of an S.O.S distress call in Morse code. It was refreshing to see the kids excited about history."

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

April 30, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$172,051.81	\$645,324.13	\$132,610.26	\$349,436.36	\$245,057.86
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
Gift Fund	\$10,367.43	\$835.06	\$2,351.29	\$1,004.63	\$5,112.17	\$13,128.31
DeMotte	\$2,634.29	\$20.00	\$614.35	\$150.00	\$1,130.70	\$3,150.64
Rensselaer	\$5,438.24	\$725.78	\$1,035.03	\$615.00	\$1,754.22	\$6,157.43
Wheatfield	\$2,294.90	\$89.28	\$701.91	\$239.63	\$2,227.25	\$3,820.24
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$25.46	\$126.56	\$309,817.35
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$162,540.00	\$0.00	\$0.00	\$11,753.95
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$0.00	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$5,844.00	\$0.00	\$0.00	\$4,517.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.07	\$15.54	\$1,262,335.42
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$21.95	\$61.80	\$61.46
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$0.00	\$5,751.48	\$155,933.10	\$23,326.22	\$270,160.11	\$114,227.01
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,963.48	\$30,888.87	\$7,963.48	\$30,888.87	\$0.00
FICA Tax Collected	\$0.00	\$7,389.23	\$28,797.29	\$7,389.23	\$28,797.29	\$0.00
State Tax Collected	\$3,131.91	\$3,160.56	\$12,856.69	\$3,380.39	\$13,105.12	\$3,380.34
County Tax Collected	\$2,403.50	\$2,441.40	\$9,964.53	\$2,631.96	\$10,193.04	\$2,632.01
Deferred Comp.	\$0.00	\$3,590.00	\$13,842.40	\$3,590.00	\$13,842.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$3,547.98	\$13,605.21	\$3,547.97	\$13,593.11	(\$17.82)
Employee Life Insur.	(\$0.36)	\$198.48	\$804.92	\$198.48	\$805.28	\$0.00
Employee INPRS	\$0.00	\$2,887.80	\$11,427.98	\$2,887.80	\$11,428.00	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$211,278.28	\$1,124,439.38	\$188,630.90	\$747,615.65	\$2,274,528.06

Bank Balances
Jasper County Public Library
Report as of: 4/30/14

<i>Bank</i>		
1	Alliance Bank	\$756,182.73
2	Demotte State Bank	\$8,823.21
4	PNC Bank	\$9,252.12
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,274,528.06</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/14 To 4/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$21,145.82	\$41,899.18	33.5
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$89,978.86	\$351,412.20	\$703,141.80	33.3
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,594.38	\$16,453.84	\$50,724.16	24.5
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,389.27	\$28,797.39	\$61,837.61	31.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$1,912.49	\$2,508.15	\$1,011.85	71.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,828.52	\$34,949.42	\$69,101.58	33.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$8,707.39	\$35,543.97	\$143,590.03	19.8
Subtotal	\$1,562,117.00		\$1,562,117.00	\$126,716.65	\$490,810.79	\$1,071,306.21	31.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$681.00	\$1,261.32	\$6,738.68	15.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$233.71	\$1,086.32	\$5,413.68	16.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$53.65	\$1,676.64	\$6,323.36	21.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$143.24	\$181.77	\$1,818.23	9.1
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$306.12	\$2,112.67	\$12,837.33	14.1
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$1,417.72	\$6,624.57	\$35,125.43	15.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$175.00	\$631.50	\$4,368.50	12.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,539.00	\$2,715.07	\$2,284.93	54.3
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$0.00	\$1,560.00	\$19,626.00	7.4
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$283.99	\$713.39	\$3,486.61	17.0
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$46.03	\$446.59	\$2,553.41	14.9
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,366.85	\$3,677.50	\$16,322.50	18.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,605.28	\$5,163.56	\$2,836.44	64.5
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$136.56	\$255.25	\$1,544.75	14.2
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$121.44	\$678.56	15.2
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$100.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$14,946.00	\$17,495.18	\$11,004.82	61.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$3,052.91	\$14,899.87	\$15,100.13	49.7
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,423.86	\$24,547.25	\$60,452.75	28.9
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$249.97	\$1,164.28	\$835.72	58.2
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$238.70	\$1,989.80	\$3,710.20	34.9
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$2,874.28	\$15,005.16	\$42,994.84	25.9
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$180.80	\$469.20	27.8
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$32.00	\$2,222.70	\$577.30	79.4
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$240.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$1,249.44	\$22,980.75	\$82,367.25	21.8
Subtotal	\$561,324.00		\$561,324.00	\$35,569.82	\$119,210.09	\$442,113.91	21.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$158.92	\$673.02	\$39,060.98	1.7
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$6,703.15	\$19,448.13	\$130,551.87	13.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$231.00	\$4,839.19	\$20,160.81	19.4
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$1,254.55	\$3,718.34	\$53,194.66	6.5
Subtotal	\$271,647.00		\$271,647.00	\$8,347.62	\$28,678.68	\$242,968.32	10.6
Grand Total	\$2,436,838.00	\$0.00	\$2,436,838.00	\$172,051.81	\$645,324.13	\$1,791,513.87	26.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 4/1/14 *To* 4/30/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$5,844.00	(\$5,844.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$5,844.00	(\$5,844.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$5,844.00	(\$5,844.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 196 INSURANCE SETTLEMENT F
Jasper County Public Library

Report Date: From 4/1/14 To 4/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$63.96	\$63.96	(\$63.96)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$63.96	\$189.67	(\$189.67)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$365.35	\$147,565.26	(\$147,565.26)	0.0
Subtotal	\$0.00		\$0.00	\$365.35	\$147,565.26	(\$147,565.26)	0.0
<i>4. Capital Outlays</i>							
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$5,322.17	\$8,178.17	(\$8,178.17)	0.0
Subtotal	\$0.00		\$0.00	\$5,322.17	\$8,178.17	(\$8,178.17)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$5,751.48	\$155,933.10	(\$155,933.10)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From **4/1/14** To **4/30/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	216	PAYROLL	4/10/14	PAYROLL	\$49,789.96
0	217	BILL HROMADA	4/10/14	Courier Mileage: 3/16-3/31/14 (Conf. # 107)	\$381.92
0	218	GREAT-WEST RETIREMENT S	4/10/14	Annuity Contributions withheld 4/10/14 Payroll (Conf. #109)	\$1,795.00
0	219	INDIANA DEPARTMENT OF RE	4/10/14	State & County Taxes withheld March 2014 Payroll (Ref. #82176)	\$5,601.96
0	220	IRS USA TAXPAYMENT	4/10/14	Federal Withholding, Medicare, & FICA withheld 4/10/14 Payroll (Acknowledgement# 93102338)	\$11,326.58
0	221	TOWN OF DEMOTTE	4/10/14	DeM: Water & Sewer Service- March 2014 (Conf. #106)	\$213.32
0	222	TOWN OF WHEATFIELD	4/10/14	Wh: Sewer Service- April 2014 (Conf. #108)	\$56.65
0	223	INPRS fbo PERF	4/10/14	INPRS Contributions 4/10/14 Payroll	\$5,849.58
32920	224	AARON'S LAWN CARE	4/14/14	DeM & Wh: Snow Removal 3/2-3/12/14	\$990.00
32921	225	ALLIED WASTE SERVICES #71	4/14/14	Wh: Trash Service- April 2014	\$57.38
32922	226	AMERICAN LIBRARY ASSOCIA	4/14/14	Bookmarks, poster	\$54.00
32923	227	ANTHEM BLUE CROSS BLUE	4/14/14	Health Ins. Premiums- April 2014, 17 employees	\$11,084.26
32924	228	ANTHEM LIFE	4/14/14	Life Ins. Premiums-April 2014	\$98.28
32925	229	AUDIOCRAFT PUBLISHING, IN	4/14/14	Book	\$8.05
32926	230	BAKER & TAYLOR	4/14/14	Books, Continuations, AV, Auto. Yours	\$7,586.10
32927	231	BLUETARP FINANCIAL, INC	4/14/14	Drywall repair supplies, sink & faucet repair supplies	\$56.96
32928	232	BRENDA THOMPSON	4/14/14	Mileage 3/11-3/21/14: PLA, B2B	\$211.68
32929	233	BRODART CO.	4/14/14	Two 4'x8' tackboards	\$397.80
32930	234	BUSINESS CARD	4/14/14	Teen Tech Week prize, PLA expenses, Next Issue subscription, shipping	\$1,572.85
32931	235	CAPSTONE PRESS, INC	4/14/14	Books	\$2,228.95
32932	236	CAVENDISH SQUARE PUBLIS	4/14/14	Books	\$959.74
32933	237	CENTURYLINK	4/14/14	Long Distance Service-Rens,DeM, Wh. March 2014	\$7.03
32934	238	CONSOLIDATED INSURANCE	4/14/14	Semi-annual premium for building insurance; annual premium for workman's comp	\$14,946.00
32935	239	COVENTRY HOUSE PUBLISHI	4/14/14	Book	\$7.50
32936	240	CULLIGAN WATER CONDITIO	4/14/14	Wh: Water Cooler Rental- April 2014	\$9.95
32937	241	DAVIDSON TITLES INC.	4/14/14	Books	\$1,049.68
32938	242	DEBORAH KRISTOFF	4/14/14	Circulation Counterparts expenses; Mileage 12/28/13-3/31/14: bank deposits, Circulation Counterparts meeting, Marketing meeting	\$33.98
32939	243	DELTA DENTAL	4/14/14	Dental Ins. Premiums- April 2014, 17 employees	\$477.78
32940	244	DEMCO	4/14/14	Ceiling hanger trak hooks, cloth tape, DVD case inserts, book on CD cases	\$108.00
32941	245	DUMAS & MAHNESMITH P.C.	4/14/14	Legal Assistance: Rensselaer Library Roof Project	\$175.00
32942	246	EMILY DURAN	4/14/14	Mileage 3/19/14: Reader's Advisory meeting	\$24.64
32943	247	ENA SERVICES LLC	4/14/14	Internet Service- March 2014	\$1,461.00
32944	248	FINDAWAY WORLD, LLC	4/14/14	Playaway Views	\$299.97
32945	249	GREY HOUSE PUBLISHING	4/14/14	Books	\$317.50
32946	250	HAMSTRA BUILDERS, INC.	4/14/14	DeM: removed snow and ice from roof; replaced water damaged ceiling tile & insulation	\$677.05
32947	251	HP PRODUCTS	4/14/14	Glass cleaner	\$70.81
32948	252	JASPER COUNTY HISTORICAL	4/14/14	Vintage Views #22	\$10.00
32949	253	JEAN LAMBERT	4/14/14	Radio	\$24.88
32950	254	JILL TACHTIRIS	4/14/14	PLA parking	\$84.00
32951	255	KAPCO	4/14/14	Easy bind clear polyester repair tape, clear polyester wings, vinyl label protectors	\$91.70
32952	256	KAUFMAN CONSTRUCTION	4/14/14	Rens: Snow Removal 3/2-3/12/14	\$230.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
32953	257	KEVIN MOORE ELECTRIC	4/14/14	Rens: remove floor outlets after 2nd flood, locate & repair source of phone flashing lights, replace damaged phone jacks; label all electrical & phone circuits	\$614.08
32954	258	KIM DELGER	4/14/14	Circulation Counterparts expenses; Mileage 3/28/14: Circulation Counterparts meeting	\$32.87
32955	259	KIRBY RISK CORPORATION	4/14/14	Ballasts	\$36.67
32956	260	KONE, INC.	4/14/14	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/14	\$393.39
32957	261	LINDA POORTENGA	4/14/14	Book; Mileage 3/4-3/21/14: Book Vendor visit, bank deposit, B2B	\$40.42
32958	262	LINDA THOMPSON	4/14/14	Staff Anniversary expenses	\$40.00
32959	263	MOOLENAAR SUPREME LAW	4/14/14	2014 Annual Lawn Fertilization & Grub Control Applications- DeM & Rens	\$565.00
32960	264	M W INSURANCE AGENCY	4/14/14	Bond for Treasurer	\$100.00
32961	265	NANETTE SPEACHT	4/14/14	Circulation Counterparts expenses	\$9.99
32962	266	NITCO	4/14/14	DeM: Local Phone & Fax Service April 2014	\$109.03
32963	267	PAT KOPANDA	4/14/14	Books	\$40.00
32964	268	PATTY STRINGFELLOW	4/14/14	Mileage 3/7-4/2/14: NWI Directors meeting, PLA, Marketing meeting, library visits	\$181.44
32965	269	PEGGY WOODS	4/14/14	Mileage 1/8-3/25/14: transport, AV shopping, post office	\$23.41
32966	270	PRECISION CONTROL SYSTE	4/14/14	DeM: inspected wet ceiling tile near magazine area, found water coming from snow melt, replaced ceiling tile, checked tile on east side near large window, dry	\$163.50
32967	271	QUILL CORPORATION	4/14/14	Copy paper, toner cartridges, gel wrist rests, colored copy paper, book tape, rubber bands, scotch tape, typewriter ribbons, facial tissues, labels, business cards	\$609.34
32968	272	RAYANN GILMORE	4/14/14	Rens Petty Cash: postage	\$46.03
32969	273	RENSSELAER CENTRAL HIGH	4/14/14	2012-2013 Yearbook	\$45.00
0	274	SAGE PAYMENT SOLUTIONS	4/14/14	Merchant Processing Fees- March 2014 (automatic withdrawal on 4/2/14)	\$49.10
32970	275	SVT, LLC	4/14/14	NWI Directors Meeting expenses	\$11.97
32971	276	TEAM SOFTWARE SOLUTION	4/14/14	Public Web Browser Annual Renewal	\$125.00
32972	277	VISION SERVICE PLAN- (IN)	4/14/14	Vision Ins. Premiums- April 2014, 17 employees	\$174.06
32973	278	WASTE MANAGEMENT	4/14/14	DeM: Trash Service- April 2014	\$80.22
32974	279	4-COUNTY SUPPLY	4/14/14	DeM: Drinking fountain repair parts	\$16.98
32975	280	ACE HARDWARE	4/14/14	Nuts, washers, trapp pvc, dual thread aerator chrm, nails, drain replacement parts, duct tape	\$75.29
32976	281	CDW GOVERNMENT, INC	4/14/14	Printer	\$158.92
32977	282	CENTURYLINK	4/14/14	Rens: Local Phone & Fax Service- April 2014	\$123.38
32978	283	HP PRODUCTS	4/14/14	Mop heads	\$17.42
32979	284	INDIANA DEPT. OF WORKFOR	4/14/14	1st Quarter 2014 Unemployment Compensation Pymt	\$1,912.49
32980	285	INFINISOURCE, INC.	4/14/14	Cobra Administrator Annual Fee	\$600.00
32981	286	JASPER COUNTY TREASURE	4/14/14	DeM: Tax bill for ditch	\$240.00
32982	287	MOHLER ARCHITECTS, P.C.	4/14/14	Rens: roof inspection, re-roof project	\$1,539.00
32983	288	NIPSCO	4/14/14	DeM & Wh: Gas & Electric Service March 2014	\$6,247.07
32984	289	OFFICE DEPOT	4/14/14	Rolodex (flood replacement), wite-out, permanent markers, scotch tape, paper clips, construction paper, filament tape	\$198.54
32985	290	RENSSELAER ROTARY CLUB	4/14/14	January & February 2014 dues & meals	\$80.00
32986	291	THE TIMES	4/14/14	Wh: Newspaper subscription 5/9/14-5/8/15 Acct# 170-00037838	\$221.00
32987	292	UNIQUE MANAGEMENT SERVI	4/14/14	Collections: Initial/Secondary Placements- March 2014	\$44.75
32988	293	WAL-MART COMMUNITY/GEC	4/14/14	Plug protectors, Afterschool & teen program supplies, wipes, cleaning supplies, DVDs, CDs	\$1,325.33
0	294	PAYROLL	4/25/14	PAYROLL	\$50,089.02
0	295	AFLAC	4/25/14	Supplemental Insurance - April 2014 (Conf. #114)	\$619.47
0	296	BILL HROMADA	4/25/14	Courier Mileage: 4/1/14 - 4/15/14 (Conf. # 112)	\$381.92
0	297	CENTURYLINK	4/25/14	WH: Local Phone Service April 2014 (Conf #110)	\$34.79

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	298	CENTURYLINK	4/25/14	WH: Fax Service April 2014 (Conf. # 111)	\$9.76
0	299	CITY OF RENSSELAER	4/25/14	RENS: Utilities 3/7/14 - 4/9/14 (Conf. #113)	\$4,310.80
0	300	GREAT-WEST RETIREMENT S	4/25/14	Annuity Contributions withheld 4/25/14 Payroll (Conf. #115)	\$1,795.00
0	301	INPRS fbo PERF	4/25/14	INPRS Contributions 4/25/14 Payroll	\$5,866.74
0	302	IRS USA TAXPAYMENT	4/25/14	Federal Withholding, Medicare, & FICA withheld 4/25/14 Payroll (Acknowledgement# 31207105)	\$11,415.40
0	303	ALLIANCE BANK	4/25/14	Direct Deposit Fees- March 2014	\$37.20
Total Amount of Claims					\$211,278.28

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 06, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$211,278.28

Date this 12th day of May, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,534.76	\$9,942.44
DeMotte	\$799.62	\$3,784.55		
Rensselaer	\$1,124.97	\$3,606.78		
Wheatfield	\$610.17	\$2,551.11		
PHOTOCOPIES:			\$826.25	\$2,645.67
DeMotte	\$354.20	\$1,147.50		
Rensselaer	\$280.35	\$711.24		
Wheatfield	\$191.70	\$786.93		
INTEREST (Checking, Repurchase, CDs):.....			\$37.80	\$242.07
TAXES:			\$128,735.79	\$300,100.20
Property Tax	\$0.00	\$0.00		
LOIT	\$71,614.32	\$71,614.32		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$47,176.36	\$188,705.44		
Local Option/Property Tax Repl.	\$9,945.11	\$39,780.44		
TAXABLE SALES:-.....			\$13.48	\$255.78
REFUNDS:			\$462.18	\$36,250.20
Rebates/Refund	\$162.18	\$907.18		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$300.00	\$600.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$0.00	\$4,561.02		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$132,610.26	\$349,436.36
PLAC FUND:.....			\$50.00	\$50.00
GIFT FUNDS:			\$1,004.63	\$5,112.17
DeMotte	\$150.00	\$1,130.70		
Rensselaer	\$615.00	\$1,754.22		
Wheatfield	\$239.63	\$2,227.25		
LIB. IMPROV. RESERVE FUND:			\$25.46	\$126.56
Interest Earned	\$25.46	\$126.56		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.07	\$15.54
Interest Earned	\$3.07	\$15.54		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$21.95	\$61.80
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$23,326.22	\$270,160.11
SUB-TOTAL (page 1).....			\$157,041.59	\$624,962.54

WITHHOLDING ACCOUNT FUNDS:

			\$31,589.31	\$122,653.11
FIT Tax Collected	\$7,963.48	\$30,888.87		
FICA Collected	\$7,389.23	\$28,797.29		
State Tax Collected	\$3,380.39	\$13,105.12		
County Tax Collected	\$2,631.96	\$10,193.04		
Deferred Comp Plan	\$3,590.00	\$13,842.40		
Pre-tax Insurance Plans	\$3,547.97	\$13,593.11		
Life Insurance	\$198.48	\$805.28		
INPRS	\$2,887.80	\$11,428.00		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		

TOTAL RECEIPTS - ALL FUNDS.....**\$188,630.90****\$747,615.65**

Voucher List
Jasper County Public Library

Report Date: From 5/1/14 To 5/12/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	304	PAYROLL	5/9/14	PAYROLL	\$49,394.20
32989	305	AARON'S LAWN CARE	5/12/14	Spring clean-up, mowing, tree pruning 3/31-4/30/14	\$1,060.00
32990	306	ACE HARDWARE	5/12/14	Lightbulbs, water heater repair, key, duct tape, rubber mallet, carabiner clip, wire hooks	\$41.93
0	307	ALLIANCE BANK	5/12/14	Direct Deposit Fees- April 2014	\$37.00
32991	308	ALLIED WASTE SERVICES #71	5/12/14	Wh: Trash Service- May 2014	\$57.38
32992	309	ANTHEM BLUE CROSS BLUE	5/12/14	Health Ins. Premiums- May 2014, 17 employees	\$11,084.26
32993	310	ANTHEM LIFE	5/12/14	Life Ins. Premiums-May 2014	\$98.28
32994	311	BAKER & TAYLOR	5/12/14	Books, Continuations, AV, Auto. Yours	\$9,207.73
32995	312	BLUETARP FINANCIAL, INC	5/12/14	Paint supplies, steel wool, faucet repair supplies, flashing repair supplies, sink riser vinyl, cap thread gaskets, washers	\$75.10
32996	313	BETTER CONTAINERS MFG. C	5/12/14	Library bags	\$122.68
32997	314	BRENDA THOMPSON	5/12/14	Mileage 4/18/14: B2B meeting	\$35.28
32998	315	BROWN'S GARDEN & FLORAL	5/12/14	Rens: Ash Tree Treatment	\$149.75
32999	316	CAPSTONE PRESS, INC	5/12/14	Books	\$1,986.38
33000	317	CARDINAL OFFICE PRODUCT	5/12/14	DeM: Quarterly maintenance agreement on work room copier 1/21-4/21/14	\$405.06
33001	318	CAROLYNN DeVRIES	5/12/14	Mileage: Summer Reading Shopping	\$38.08
33002	319	CARRIAGE PAPER PRODUCT	5/12/14	Receipt printer ribbon	\$59.04
33003	320	CHICAGO TRIBUNE	5/12/14	Wh: Newspaper Subscription acct# 000043113043 5/8-11/5/14	\$259.74
33004	321	CHRISTOPHER BOON	5/12/14	Patron refund on book previously paid for	\$10.00
33005	322	CIRCLE R ELECTRIC, INC.	5/12/14	DeM: Furnish & install three 250 watt MH lamps in parking lot lighting.	\$440.40
33006	323	CULLIGAN WATER CONDITIO	5/12/14	Wh: Water Cooler Rental-May 2014, 5-gallon drinking water- 8	\$65.95
33007	324	DELTA DENTAL	5/12/14	Dental Ins. Premiums- May 2014, 17 employees	\$477.78
33008	325	DEMCO	5/12/14	Crystal clear tape, 10" polyfit, 9" polyfit, magazine binders, folding wire easels	\$846.56
33009	326	DIANA KOOY	5/12/14	Mileage 2/3-4/9/14: Deliver water sample, ACA workshop, Branch Managers Counterparts meeting	\$34.16
33010	327	DONNA BARKO	5/12/14	Mileage 3/3-4/30/14: Bank deposits, post office, Courthouse	\$22.68
33011	328	EBSCO Accounts Receivable	5/12/14	Database Renewals 5/14-4/15 (Automotive Repair, Small Engine Repair)	\$3,000.00
33012	329	ELLISON EDUCATIONAL EQUI	5/12/14	Diecuts	\$174.90
33013	330	EMILY DURAN	5/12/14	Mileage 4/16/14: AV Shopping	\$24.64
33014	331	ENA SERVICES LLC	5/12/14	Internet Service- April 2014	\$1,461.00
33015	332	FAEGRE BAKER DANIELS LLP	5/12/14	Legal Assistance on personnel matters	\$304.00
33016	333	FINDAWAY WORLD, LLC	5/12/14	Power adaptors, Playaway Views	\$370.62
33017	334	FLEX-PAC INC	5/12/14	Toilet paper, paper towel rolls, m-folds, hand soap	\$607.81
33018	335	HERITAGE OFFICE PRODUCT	5/12/14	Nametags (Sue, Marina)	\$23.00
33019	336	JASPER CO. VETERANS COU	5/12/14	Two 4x6' United States flags	\$76.00
33020	337	KAPCO	5/12/14	8" poly covers, 7" poly covers	\$140.71
33021	338	KIRBY RISK CORPORATION	5/12/14	Lightbulbs	\$358.02
33022	339	KOLORTECH LIGHTING LLC	5/12/14	Lightbulbs	\$35.00
33023	340	LINDA POORTENGA	5/12/14	Mileage 4/17-4/23/14: Management meeting, D. Kooy Retirement Party	\$49.28
33024	341	MANUFACTURERS' NEWS, IN	5/12/14	Continuations	\$155.45
33025	342	MELISSA J. WIDNER	5/12/14	Society of Indiana Archivists workshop	\$40.00
33026	343	MOHLER ARCHITECTS, P.C.	5/12/14	Rensselaer Library Roof Project- change order	\$115.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33027	344	NANCY PHILLIPS	5/12/14	Fish tank supplies	\$34.72
33028	345	NETWISE RESOURCES	5/12/14	Rens & Wh staff copiers quarterly service agreement	\$584.29
33029	346	NITCO	5/12/14	DeM: Local Phone & Fax Service May 2014	\$169.74
33030	347	OLLIS BOOK CORPORATION	5/12/14	Books	\$2,176.50
33031	348	OSBY WATER CONDITIONING	5/12/14	Wh. Water softener chemicals	\$193.50
33032	349	PATTY STRINGFELLOW	5/12/14	Mileage 4/7-4/28/14: IN Standards Taskforce meeting, MCLS workshop, Board meeting, ASK meeting, Exit Interview	\$245.28
33033	350	POSTMASTER	5/12/14	Stamps	\$638.00
33034	351	POST TRIBUNE	5/12/14	Wh: Newspaper Subscription 5/25/14-5/24/15 acct# 1095310	\$195.00
33035	352	PRECISION CONTROL SYSTE	5/12/14	Rens: No heat, freeze stat tripped, reset & checked operation, damper @ 100% open, repowered & opened & closed damper, operation ok, checked discharge air temp, 7-8 degree lower, needs recalibrated, installed hot water filters	\$673.24
33036	353	RACHAEL CAVINDER	5/12/14	Mileage 3/31-4/17/14: Preschool visit, Marketing meeting, Ollis Books vendor meeting, Management meeting	\$29.12
33037	354	RACO INDUSTRIES	5/12/14	Datalogic ADC , cable, USB	\$37.47
33038	355	RELIABLE EXTERMINATORS, I	5/12/14	DeM: Interior & exterior treatment	\$250.00
33039	356	ROEING CORP.	5/12/14	Meraki Wireless Access Points- 3, Meraki Cloud Controller Subscription License- 3 year	\$2,625.00
33040	357	ROSEN PUBLISHING	5/12/14	Books	\$376.00
33041	358	SERVICEMASTER CLEAN	5/12/14	Rens: Flood damage repairs & restoration	\$64,179.97
33042	359	SHOWCASES	5/12/14	DVD cases	\$230.04
33043	360	SUNRISE PACKAGING INC.	5/12/14	Audiobook cases	\$114.68
33044	361	TECH LOGIC CORP	5/12/14	CirclIT Software Renewal- 1yr (March1-February 28)	\$1,200.00
33045	362	TRUGREEN PROCESSING CE	5/12/14	Wh: Ornamental Bed Weed Control, Lawn Fertilization	\$402.00
33046	363	ULINE	5/12/14	DVD cases	\$280.67
33047	364	UNIQUE MANAGEMENT SERVI	5/12/14	Collections: Initial/Secondary Placements- April 2014	\$277.45
33048	365	UPSTART	5/12/14	Summer Reading supplies	\$709.69
33049	366	VISION SERVICE PLAN- (IN)	5/12/14	Vision Ins. Premiums- May 2014, 17 employees	\$209.85
33050	367	WAL-MART COMMUNITY/GEC	5/12/14	Annual Tracphone subscription, Easter program supplies, children's supplies, CD players, Spring Festival supplies, batteries, program supplies, DVDs, flashlight	\$1,200.56
33051	368	WASTE MANAGEMENT	5/12/14	DeM: Trash Service- May 2014	\$81.40
33052	369	YVONNE DEL VECCHIO	5/12/14	Mileage 3/12-4/30/14: Walking Books, Book Club, deliver newsletter, ASK Committee meeting	\$43.01
33053	370	ZIESE PLUMBING, HEATING, &	5/12/14	DeM: Repaired water heater, new heating element, new pressure, temperature, & safety valve	\$328.91
0	371	BILL HROMADA	5/8/14	Courier Mileage: 4/16/14 - 4/30/14 (Conf. # 116)	\$381.92
0	372	GREAT-WEST RETIREMENT S	5/8/14	Annuity Contributions withheld 5/9/14 Payroll (Conf. #119)	\$1,795.00
0	373	INDIANA DEPARTMENT OF RE	5/8/14	State & County Taxes withheld April Payrolls Ref. #73261)	\$6,012.35
0	374	INPRS fbo PERF	5/8/14	INPRS Contributions 5/9/14 Payroll	\$5,796.67
0	375	IRS USA TAXPAYMENT	5/8/14	Federal Withholding, Medicare, & FICA withheld 5/9/14 Payroll (Acknowledgement# 52733657)	\$11,229.20
0	376	TOWN OF DEMOTTE	5/8/14	DeM: Water & Sewer Service- April 2014 (Conf. #117)	\$179.53
0	377	TOWN OF WHEATFIELD	5/8/14	Wh: Sewer Service- May 2014 (Conf. #117)	\$56.65
33054	378	BUSINESS CARD	5/12/14	Summer Reading prizes, Summer Reading shopping expenses, Staff Party expenses, vacuum parts, 2 mini refrigerators (flood replacement), microwave (flood replacement), coffee pot (flood replacement), Next Issue subscription, cleaning supplies, Staff Anniversary gift card, Management Meeting expenses, B2B expenses, DVDs, books, CDs	\$5,244.56
33055	379	CENTURYLINK	5/12/14	Rens: Local Phone & Fax Service- May 2014	\$123.28

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33056	380	CEREBELLUM CORPORATION	5/12/14	DVDs	\$114.98
33057	381	DAVIDSON TITLES INC.	5/12/14	Books	\$5,420.01
33058	382	DUMAS & MAHNESMITH P.C.	5/12/14	Legal Assistance: Rensselaer Library Roof Project	\$131.25
33059	383	GALE/CENGAGE LEARNING	5/12/14	Books	\$461.62
33060	384	HP PRODUCTS	5/12/14	Glass cleaner, neutral cleaner, trash bags, disinfectant, stainless steel cleaner	\$292.87
33061	385	KEVIN MOORE ELECTRIC	5/12/14	Rens: repair phone lines, repair broken keystone jack, move phone jack, move phone & data line, replace keystone jacks & cover plates, replace light fixture, fluorescent emergency battery pack, T8 ballasts	\$736.75
33062	386	MARLENE BEEDLE	5/12/14	Mileage 5/8/14: Meeting	\$24.64
33063	387	NIPSCO	5/12/14	DeM & Wh: Gas & Electric Service	\$5,466.17
33064	388	OFFICE DEPOT	5/12/14	Contact paper, calendar (flood replacement), 2 hole punch (flood replacement), electric stapler (flood replacement), index cards, envelopes, paper clips, binders, tape, laminator pouches, construction paper, cardstock, lint rollers, wrist rest mousepad	\$377.23
33065	389	QUILL CORPORATION	5/12/14	Construction paper, left-handed scissors, 3-hole punches (flood replacements), canned air, fax cartridge, 1-hole punch, big book easel, copy paper	\$412.99
0	390	SAGE PAYMENT SOLUTIONS	5/12/14	Merchant Processing Fees- April 2014 (automatic withdrawal on 5/2/14)	\$51.87
33066	391	SCHOLASTIC LIBRARY PUBLI	5/12/14	Books	\$190.39
Total Amount of Claims					\$204,930.87

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 12, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$204,930.87

Date this 12th day of May, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

June

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 9, 2014, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Policy Review (R 10)
Workshop Request (R 40)

General Business

Annual Report of Webmaster (R 40)
Rensselaer Library Re-Roof (R 40)
2015 Budget Committee (R 40)

Information
Information
Information

Director's Report (R 40-R 43)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

May 12, 2014
Rensselaer Library

Present: Timothy Schultz, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore

Absent: Mari Anne Saylor (term expired May 9, 2014; no new appointment has been made by her appointing body)

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:16 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, and workshop request were approved on a motion by N. Waling, and seconded by D. George. Motion passed. There were no policies to be reviewed this month.

Rensselaer Library- Re-roof Project: As authorized by the Board, P. Stringfellow signed Change Order one, which adds 60 days to the time for substantial completion. The new substantial completion date is August 1, 2014. The Additional Appropriation Notice was published as required by law on May 1. We are set to attend the County Council meeting on May 20 at 7:40PM to request our additional appropriation. J. Umlauf and J. Harper have indicated that they will attend. P. Stringfellow will present our request and provide a handout for the council members. If the additional appropriation is approved, we then have paperwork to submit to the Department of Local Government Finance for their approval. If we get approval from the DLGF, we will proceed with our plans to add insulated decking to the re-roof project.

Apps and eMovies: The library provides eBooks to our patrons via Overdrive. Movie streaming is now available through Overdrive as some members of our consortium are adding them to the collection that their and our patrons may access. We will begin to add to this collection on a small scale. Movie streaming is gaining in popularity and as our patrons begin using this service we may direct more resources toward eMovies. In addition, as we consider ways to use some the eDevices we have purchased for staff and patron use, the use of free or fee based apps may be valuable.

Director's Salary 2015: As per Board and Administration Monthly Tasks, Director's salary for 2015 is determined in open session. T. Schultz moved that the Director's salary be increased at the same rate as approved for staff. J. Harper seconded the motion. Motion passed.

Director's Report: Karen Wilson, Jasper County Emergency Management Director, has contacted us to report that Jasper County has received two declarations for the January 5-8, 2014 Arctic Blast, a Severe Winter Storm Declaration (emergency work and repair or replacement of disaster-damaged facilities) and a Snow Assistance Declaration (emergency assistance will be provided for a period of 48 hours for snow removal only). Karen asked us to fill out and submit a Request for Public Assistance, which we completed right away. P. Stringfellow and R. Gilmore attended the Applicant Briefing Webinar on Friday, May 9. We learned that there is a \$3000 minimum per declaration to submit. The library's snow removal for a 48 hour period does not reach that amount for the Snow Assistance Declaration and since our insurance covered most of

the expense for the damages caused by frozen and broken water pipes, the only things to submit for the Severe Winter Storm Declaration would be the deductible and the water bill which does not reach \$3000 either. We did learn, however, that there is assistance available for hazard mitigation which we understood to be improvements made to prevent damage from happening again. We will be learning more about this to see if assistance for the insulated decking is available.

The last portion of carpet was installed at the Rensselaer Library on Friday, May 9. We have an outstanding carpet match issue that is waiting to be evaluated for possible manufacturer defect. An independent consultant will evaluate the situation and make a determination . Budgets have been distributed to those who will begin selecting replacement furniture and equipment for their departments with insurance covering these costs.

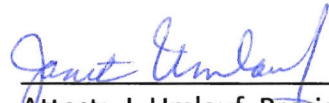
Our Impact Survey ended April 28. We were able to get surveys from a variety of age groups.

The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2014 Budget Workshop on June 25 at the Indiana State Library. P. Stringfellow and R. Gilmore are registered to attend, and interested Board Members are invited. J. Umlauf expressed interest in attending as did N. Waling. The Budget Workshop includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budget planning process.

The library received the Advance Tax Draw. We received about 33% of the expected property tax revenue for the year with the remainder of our spring distribution still to come.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:37 PM.


Deana George, Secretary


Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
May 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	33	0	0	33
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	28	3	1	32
Blu-Ray (DBR)	118	0	1	119
Books on CD (DBKCD)	188	5	6	199
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	238	15	2	255
Digital Audiobooks (DDA)	31	0	0	31
DVD (DDVD)	1455	21	6	1482
Equipment (DEQP)	59	0	0	59
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	53	1	0	54
Fiction (DFIC)	686	24	12	722
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Mystery (DFICM)	96	11	1	108
Fiction New (DFICNEW)	384	10	12	406
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	8	1	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	102	1	0	103
Hanging Bags (DHANG)	6	0	0	6
ILL (DILL)	50	0	0	50
Internet (DINTER)	863	0	0	863
Juv. Audio book (DJAUDB)	9	1	1	11
Juv. Biography (DJBIO)	27	2	2	31
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	13	1	0	14
Juvenile Easy (DJE)	509	13	3	525
Juv. Easy Non-fiction (DJENF)	57	2	0	59
Juv. Easy Reader (DJER)	404	3	1	408
Juv. Fiction (DJFIC)	530	12	3	545
Juv. Holiday books (DJHOL)	12	1	0	13
Juv. Magazine (DJMAG)	62	0	0	62
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	260	10	15	285
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	116	0	0	116

Large Print Fiction (DLPF)	244	19	2	265
Large Print Nonfic (DLPNF)	13	0	0	13
Magazine (DMAG)	599	10	0	609
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	0	0	9
Nonfiction 100 (DNF100)	12	1	0	13
Nonfiction 200 (DNF200)	13	4	0	17
Nonfiction 300 (DNF300)	66	8	2	76
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	24	0	0	24
Nonfiction 600 (DNF600)	154	21	12	187
Nonfiction 700 (DNF700)	43	3	2	48
Nonfiction 800 (DNF800)	9	1	0	10
Nonfiction 900 (DNF900)	34	5	0	39
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	45	1	0	46
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	112	16	6	134
Nonfiction VHS (DNFVHS)	0	1	0	1
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	1	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	17	7	0	24
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	15	3	0	18
YA Audio book (DYAUSB)	6	1	1	8
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	184	9	10	203
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	18	0	0	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	39	2	44
Blu-Ray (RBR)	1	156	0	157
Books on CD (RBKCD)	2	154	1	157
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	199	2	207
Digital Audiobooks (RDA)	0	16	0	16
DVD (RDVD)	8	2411	7	2426
Equipment (REQP)	0	30	0	30
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	37	0	37
Fiction (RFIC)	42	595	18	655
Fiction New (RFICNEW)	9	371	6	386

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	186	0	190
Hanging Bag (RHANG)	1	6	0	7
ILL (RILL)	4	102	0	106
Internet (RINTER)	0	1014	0	1014
Juv. Audio book (RJAUDB)	0	5	0	5
Juv. Biography (RJBIO)	3	47	0	50
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	14	0	14
Juvenile Easy (RJE)	41	422	0	463
Juv. Easy Non-fiction (RJENF)	1	64	0	65
Juv. Easy Reader (RJER)	27	225	0	252
Juv. Fiction (RJFIC)	24	546	2	572
Juv. Magazine (RJMAG)	0	38	0	38
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	368	4	381
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	6	0	6
Juv. Toddler (RJTOD)	1	109	1	111
Large Print Fiction (RLPF)	25	218	3	246
Large Print Nonfic (RLPNF)	0	18	0	18
Magazine (RMAG)	3	461	0	464
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	12	0	13
Non-Fiction 100 (RNF100)	5	36	0	41
Non-Fiction 200 (RNF200)	4	58	1	63
Non-Fiction 300 (RNF300)	4	98	1	103
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	0	16	0	16
Non-Fiction 600 (RNF600)	16	178	5	199
Non-Fiction 700 (RNF700)	4	65	2	71
Non-Fiction 800 (RNF800)	1	15	0	16
Non-Fiction 900 (RNF900)	2	52	0	54
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	5	123	0	128
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	17	253	5	275
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	1	61	0	62
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	2	10	1	13
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	20	138	9	167
YA Music CD (RYACD)	1	81	0	82
YA Nonfiction (RYANF)	0	4	2	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	3	13	18
Blu-Ray (WBR)	1	0	166	167
Books on CD (WBKCD)	12	6	123	141
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	11	14	163	188
Digital Audiobooks (WDA)	0	0	12	12
DVD (WDVD)	39	31	1450	1520
Equipment (WEQP)	0	0	13	13
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	20	20
Fiction (WFIC)	27	50	307	384
Fiction Fantasy (WFICF)	3	2	5	10
Fiction Mystery (WFICM)	5	4	43	52
Fiction New (WFICNEW)	26	18	248	292
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	1	8	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	16	16
Hanging Bags (WHANG)	0	0	2	2
ILL (WILL)	0	0	37	37
Internet (WINTER)	0	0	440	440
Juv. Audio book (WJAUDB)	1	2	7	10
Juv. Biography (WJBIO)	0	4	14	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	18	21
Juvenile Easy (WJE)	10	28	259	297
Juv. Easy Non-fiction (WJENF)	0	0	46	46
Juv. Easy Reader (WJER)	4	3	194	201
Juv. Fiction (WJFIC)	20	29	328	377
Juv. Magazine (WJMAG)	0	0	29	29
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	16	115	137
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	4	1	53	58
Large Print Fiction (WLPF)	25	17	93	135
Large Print Nonfic (WLPNF)	0	1	3	4
Magazine (WMAG)	36	0	322	358
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	1	2	7	10
Non-Fiction 200 (WNF200)	3	3	14	20
Non-Fiction 300 (WNF300)	7	1	27	35
Non-Fiction 400 (WNF400)	1	1	0	2

Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	14	15	107	136
Non-Fiction 700 (WNF700)	4	3	10	17
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	1	0	15	16
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	4	77	84
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	18	16	56	90
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	8	8
Software (WSWAR)	1	13	9	23
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	8	8
YA Audio book (WYAUSB)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	0	6	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	6	175	195
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	14	16
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8645	9615	5280	23540

CIRCULATION BY HOLDINGS CODE
May 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	33	0	0	33
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	45	16	94
Blu-Ray (BR)	121	157	167	445
Books on CD (BKCD)	202	165	130	497
Books on Tape (BKT)	0	0	1	1
Compact Disc (CD)	255	228	167	650
Digital Audiobooks (DA)	31	16	12	59
DVD (DVD)	1502	2463	1463	5428
Equipment (EQP)	59	30	13	102
See librarian (ERR)	0	0	0	0

Express Book (EXP)	53	38	20	111
Fiction (FIC)	755	669	337	1761
Fiction Fantasy (FICF)	6	2	5	13
Fiction Mystery (FICM)	101	15	44	160
Fiction New (FICNEW)	419	399	266	1084
Fiction Science Fiction (FICSF)	9	0	9	18
Fiction Western (FICW)	8	2	8	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	106	187	16	309
Hanging Bags (HANG)	7	6	2	15
ILL (ILL)	54	102	37	193
Internet (INTR)	863	1014	440	2317
Juv. Audio book (JAUDB)	10	8	8	26
Juv. Biography (JBIO)	30	53	16	99
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	16	15	18	49
Juvenile Easy (JE)	560	463	262	1285
Juv. Easy Non-Fiction (JENF)	58	66	46	170
Juv. Easy Reader (JER)	435	231	195	861
Juv. Fiction (JFIC)	574	587	333	1494
Juv. Holiday (JHOL)	12	1	0	13
Juv. Magazine (JMAG)	62	38	29	129
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	275	394	134	803
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	6	1	9
Juv. Toddler (JTOD)	121	110	54	285
Large Print Fiction (LPF)	294	254	98	646
Large Print Nonfic (LPNF)	13	19	3	35
Magazine (MAG)	638	471	322	1431
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	10	12	3	25
Non-Fiction 100 (NF100)	18	39	7	64
Non-Fiction 200 (NF200)	20	65	15	100
Non-Fiction 300 (NF300)	77	107	30	214
Non-Fiction 400 (NF400)	3	8	0	11
Non-Fiction 500 (NF500)	24	16	7	47
Non-Fiction 600 (NF600)	184	214	124	522
Non-Fiction 700 (NF700)	51	71	14	136
Non-Fiction 800 (NF800)	10	16	1	27
Non-Fiction 900 (NF900)	37	57	15	109
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	53	128	77	258
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	147	285	67	499
Nonfiction VHS (NFVH)	0	1	1	2
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	1	3

Reference (REF)	36	104	52	192
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	2	8	15
Software (SWAR)	19	81	9	109
Vertical File (VF)	0	1	2	3
VHS	15	3	8	26
YA Audio book (YAUDB)	8	11	2	21
YA Biography (YAB)	1	2	1	4
YA Books on CD (YABKCD)	1	0	6	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	218	153	194	565
YA Music CD (YACD)	1	81	0	82
YA Nonfiction (YANF)	20	4	16	40
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	0	0	4
				0
Free reads	555	419	127	1101
Games/Puzzles	3	1	0	4
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9239	10139	5459	24837

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2204	1798	914	4916
Nonfiction	722	1166	399	2287
CHILDREN'S BOOKS				
Fiction	1723	1391	844	3958
Nonfiction	379	520	198	1097
YA BOOKS				
Fiction	324	340	210	874
Nonfiction	21	6	17	44
Magazines, Adult	638	471	322	1431
Magazines, Children	62	38	29	129
Sound Recordings, adult	497	420	318	1235
Sound Recordings, ch	34	110	28	172
Online databases	0	0	0	0
Software	19	81	9	109
Vertical file	0	1	2	3
VHS/DVD/Blu-Ray	1691	2752	1716	6159
Equipment	59	30	13	102
Total	8373	9124	5019	22516
A-V Circulation	2241	3363	2071	7675
A-V Circulation as % of total	26.8%	36.9%	41.3%	34.1%

May 2014

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,530	70,548	54,236
Circulation Increase/Decrease	-2.4%	-16.6%	-26.5%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	26,349	22,516	-14.5%
Jan. to date circulation	131,906	107,388	-18.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,995	20,581	13,625	13,663	14,607	14,687 Fiction
20,064	20,064	20,597	20,641	10,186	10,227 Nonfiction
					CHILDREN'S BKS
14,266	14,313	12,782	12,797	11,319	11,336 Fiction
8,294	8,350	6,826	6,901	5,897	5,977 Nonfiction
					YA BOOKS
2,258	2,271	2,964	2,973	2,481	2,488 Fiction
595	597	757	759	134	133 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,631	3,641	4,080	4,102	4,044	4,072 Sound Rec/Adult
756	756	600	600	837	839 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	332	332	172	172 Software
0	0			4	4 Vertical Files
4,587	4,608	7,504	7,589	4,214	4,237 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,795	75,530	70,258	70,548	53,959	54,236 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

May 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	171	37	198	43	328	71	697	151
LOCAL HISTORY								
In person	3	1	9	3	0	0	12	3
Letters written	0	0	6	6	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	863	36	1014	42	440	18	2317	97
Internet use-Wireless	1306		2773		1239		5318	
Computer software used	188	16	178	15	77	6	443	37
VCR Use	0	0	0	0	0	0	0	0
Microforms	44	6	12	2	0	0	56	7
CD ROM/Online databases	137	11	186	16	81	7	404	34
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	3	1	6	2	0	0	9	3
OTHER LIBRARY SERVICES USED								
Outreach activities	54	54	16	11	0	0	70	47
Notarized documents	5	1	6	2	1	0	12	3
Meeting Room Use (no. of group)	35	12	43	14	26	9	104	35
Study room use	31	3	40	3	22	2	93	8
Proctoring	2	1	1	1	0	0	3	2
Tax Forms distributed	0	0	3	0	0	0	3	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							876	
IN-HOUSE USE ITEMS	148		546		208		902	
SELF-CHECKOUT USE	250		944		292		1486	
INTERLIBRARY LOANS								
Requests made for:	37	9	87	22	29	7	153	38
Items rec'd for:	36	18	104	52	52	26	192	96
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8678	8829	5127	22634
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	380	561	135	1076
Number of New Patrons Added	39	26	24	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	7	42	13	78	12	72	32	192
Number attending	128		621		987		1736	
YA Programs (14-17)	4	24	1	6	2	12	7	42
Number attending	524		2		265		791	
Adult Programs	2	12	6	36	0	0	8	48
Number attending	114		73		58		245	
Senior Citizen Programs	6	36	8	48	2	12	16	96
Number attending	81		44		14		139	
Total Number of Programs	20	120	30	180	16	96	66	396
Total Persons Attending	847		740		1324		2911	
Total Attending Same Month Last Yr.	1329		961		1519		3809	
Total Staff Hours Spent		326		412		243	980	962
Total Number of In-House Program	17		28		12		57	
Total Attendance	297		313		79		689	
Total Number of Outreach Program	3		2		4		9	
Total Attendance	550		427		1245		2222	

CIRCULATION BY PATRON CODE

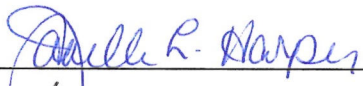
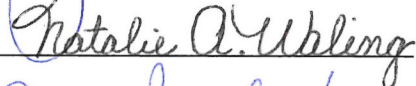
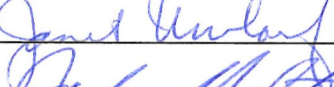
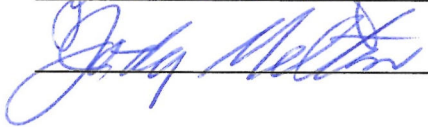
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6272	75.2%	5954	66.0%	3273	65.9%	15499	69.4%
Corporate	4	0.0%	81	0.9%	0	0.0%	85	0.4%
Juvenile 0-11	73	0.9%	313	3.5%	50	1.0%	436	2.0%
Juvenile-AV	1067	12.8%	1103	12.2%	614	12.4%	2784	12.5%
Nonresident No Fee	0	0.0%	0	0.0%	6	0.1%	6	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	246	2.9%	358	4.0%	85	1.7%	689	3.1%
Reciprocal Juvenile	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Juvenile AV	0	0.0%	18	0.2%	0	0.0%	18	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	14	0.2%	0	0.0%	14	0.1%
St. Joseph College	0	0.0%	22	0.2%	0	0.0%	22	0.1%
Staff	380	4.6%	775	8.6%	602	12.1%	1757	7.9%
Walking books	82	1.0%	96	1.1%	0	0.0%	178	0.8%
YA 12-17	19	0.2%	85	0.9%	8	0.2%	112	3.2%
YA-AV	197	2.4%	193	2.1%	329	6.6%	719	3.2%
Total	8340		9021		4967		22328	
 All items borrowed by nonresidents	 246	 2.9%	 421	 4.7%	 91	 1.8%	 758	 3.4%

**Salary Ordinance 2014
Updated 6/9/14**

Name	Classification	Annual Wage	Start Date	Hrs Worked	Library
Evie Bristol	Librarian I	\$37,794	7/7/14	40	W

We have hired Evie Bristol as the new Wheatfield Librarian, replacing Diana Kooy who retired.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 6/9/14.

	_____
	_____
	_____
	_____

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet and Safety Use Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring ~~laptop computers~~ wireless devices into each of our branches, however, ~~patrons must provide their own wireless network cards that are compatible with 802.11g standard~~ technical support is not available for personal devices laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.

5. Use of the Internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees.

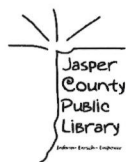
The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; reviewed 6/13; revised 8/13; revised 6/14



Jasper County Public Library Survey results

April 29, 2014

 **impact**survey
Advancing libraries through community insight

The Impact Survey is an online survey tool designed specifically for public libraries that want to better understand their communities and how people use their public technology resources and services.

impactsurvey.org

Foreword

This report provides the comprehensive results from the Impact Survey. It describes how patrons reported having used the public access technology provided by Jasper County Public Library and the outcomes they experiences as a result. The report is divided into four sections:

- The library profile contextualizes the survey results by providing information about the public access technology resources and services provided by the library. Research has found that these inputs affect the ability of patrons to achieve their goals.
- The overall results section shows how and how often respondents visit the library or the library's website, access the public access technology resources and services provided by Jasper County Public Library, and receive assistance from staff.
- The third section shows the kinds of activities public technology users engage in across the following domains: education, employment, entrepreneurship, health and wellness, eGovernment, civic engagement, eCommerce, and social inclusion.
- Finally, the patron satisfaction and demographics section provides details on the types of patrons who completed the survey, and how satisfied they are with the technology services provided by the library.

These survey results provide a comprehensive view of how providing public access technology services at the library benefits your community. To help your library effectively use these results in your advocacy efforts, we invite you to visit the Impact Survey website to access a number of additional advocacy tools (<http://impactsurvey.org/advocacy>).

Sincerely,

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Research Manager
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The Information School
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Fax: (206) 616-3152

<http://impactsurvey.org>

Library Profile

Library infrastructure

Number of residents within the legal service area:	31,525
Number of library patron visits in the past year:	240,448
Number of hours the library system was open in the past year:	8,762
Total operational expenditures in the past year:	\$2,126,070
Total number of full-time equivalent paid staff:	36

Public access technology resources

Total number of public access Internet terminals within the library system:	64
Assistive technology provided by the library for patrons with disabilities:	Screen magnifier software (e.g., MAGic), Other
Library uses session management software:	Yes

Internet connectivity

The source of the library's Internet connection:	Other (school/university, cooperative)
Maximum download speed of library Internet connection:	15 Mbps
Wireless Internet access available:	Yes

Policies

Library has a replacement plan for public access Internet terminals:	Yes
Standard maximum daily time limit for patrons:	32.5 minutes
Librarians are permitted to extend the session time for patrons:	Yes

Overall results

- Jasper County Public Library ran the Impact Survey from April 01, 2014 to April 28, 2014.
- A total of 89 people completed the survey. 50 people completed a web survey and 39 people completed a paper survey.

Library use

88 (99%) of survey respondents visited the library at least once in the past 12 months. Of those who did,

- **58 (66%)** visited the library once a week or more frequently;
- **19 (22%)** visited the library about 1-3 times a month;
- **11 (12%)** visited the library less than once a month.

Using the library website or online resources

72 (81%) of respondents accessed library resources using the computers in the library. Of those respondents,

- **23 (32%)** did so once a week or more frequently;
- **22 (31%)** did so about 1-3 times a month;
- **27 (38%)** did so less than once a month.

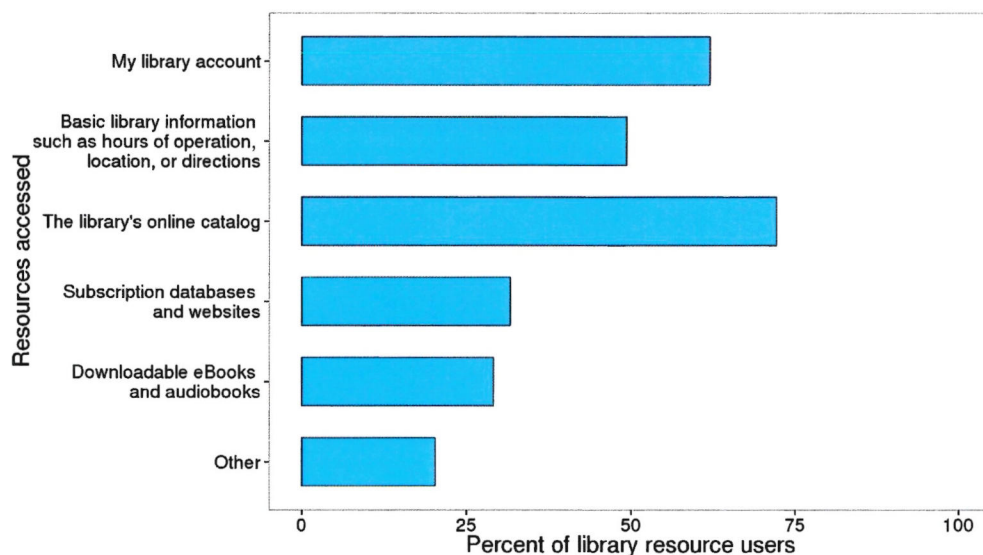
64 (72%) of respondents accessed library resources through the library's website from outside the library (e.g. from home, school, or work). Of those respondents,

- **21 (33%)** did so once a week or more frequently;
- **19 (30%)** did so about 1-3 times a month;
- **24 (38%)** did so less than once a month.

35 (39%) of respondents accessed library resources through a handheld mobile device such as a cell phone, eReader, or tablet computer.

All together, **89% (79)** of respondents accessed library resources through the library's website either remotely or using the library's Internet connection. Some people may have accessed library resources using more than one method. Figure 1 shows the types of resources patrons accessed (if specified).

Figure 1 - Library resources accessed through the library website



Use of public access computers and wireless network

Overall, 75% of survey respondents had used a public access computer or used the library's wireless network connection to access the Internet during the past 12 months. Using either means of access qualified respondents as *public access technology users*.

Of the respondents, **58 (65%) used a computer in the library to access the Internet during the past 12 months**, with frequencies as follows:

- **27 (47%)** did so once a week or more frequently;
- **9 (16%)** did so about 1-3 times a month;
- **22 (38%)** did so less than once a month.

48 (54%) had accessed the library's wireless network connection using their own computer. Of these respondents,

- **24 (50%)** used the library's wireless network once a week or more frequently;
- **6 (12%)** used the library's wireless network about 1-3 times a month;
- **18 (38%)** used the library's wireless network less than once a month.

Alternate access to computers outside the library

Public access to the Internet is extremely important for people who don't have access elsewhere. However, even those who have access at home, work, or school use computers in the library to access the Internet for a variety of reasons. **63% of users reported having regular personal access to a computer and the Internet somewhere other than the library.** 18% of public access technology users are aware of any other location in the community with free access to computers and the internet.

National research has shown that a major reason people with alternative means of access rely on the library for access to computers and the Internet is that they do so while traveling. Of the users surveyed, **14 (21%) reported they had used a library computer or wireless Internet connection while out-of-town during the past 12 months.**

In addition to use while traveling, research has shown that there are several other reasons that drive people with alternative means of access to use technology resources at the library:

- **Lack of access to high speed Internet at home:** Library Internet allows people to download large files or websites requiring a high speed connection.
- **Gaps in access:** Such as when moving or during power outages.
- **Household competition:** Especially among youth, competition with siblings or parents over a single household computer drives users to the library.
- **A change of scenery:** People who work at home sometimes use library computers and wireless to get out of the house. Job seekers also use computers in the library to maintain a normal schedule and stay connected to the community.
- **During lunch breaks or while out running errands:** People stop in to check email, look up phone numbers or directions, or other quick tasks.
- **As a supplement to the library catalog:** Users look up book reviews, reading lists, and other aids for selecting materials.

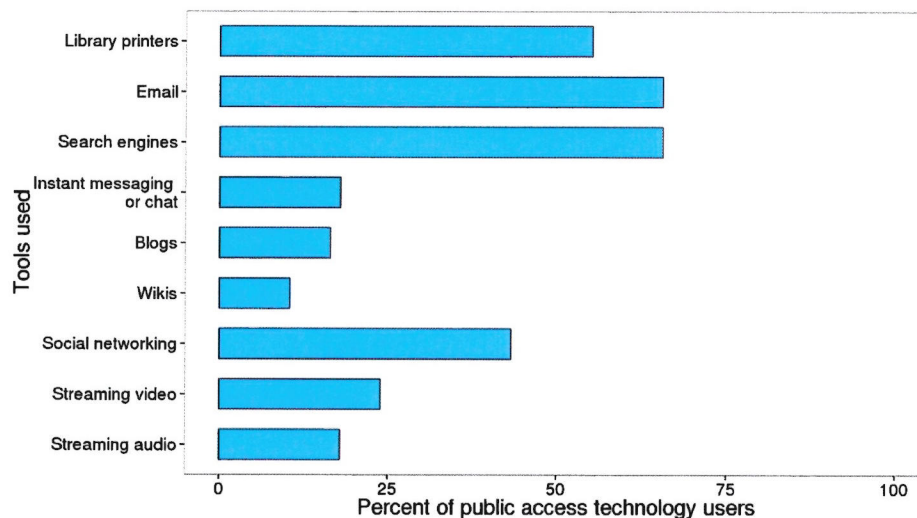
Using the library's technology resources on behalf of others

The beneficiaries of library Internet access often extend beyond the individual users; at Jasper County Public Library, **52% (35) of users found information or performed tasks for other people using the library's computers or Internet connection.**

Overall uses of public access technology

Public access technology at Jasper County Public Library was used by patrons to access a variety of networked or web-based tools. Figure 2 shows tools users accessed over the past 12 months.

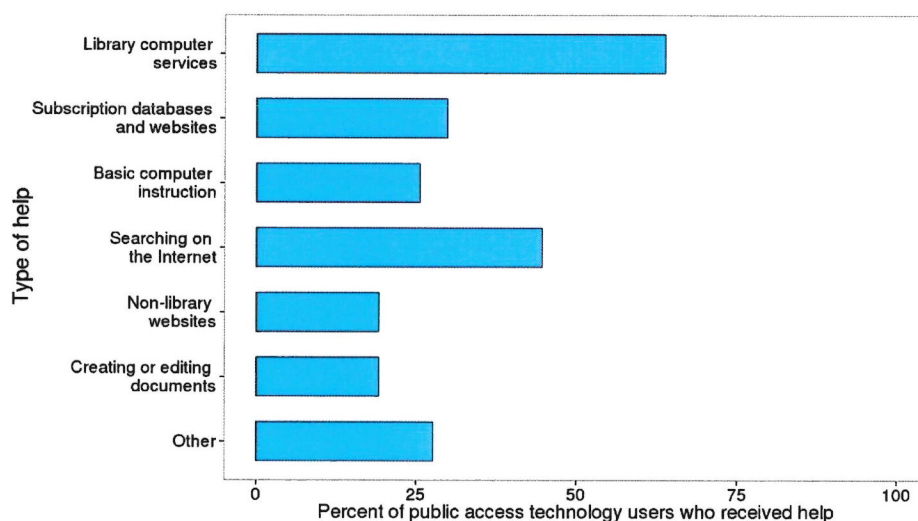
Figure 2 - Tools accessed by patrons using the library's computers or Internet connection



Help and training

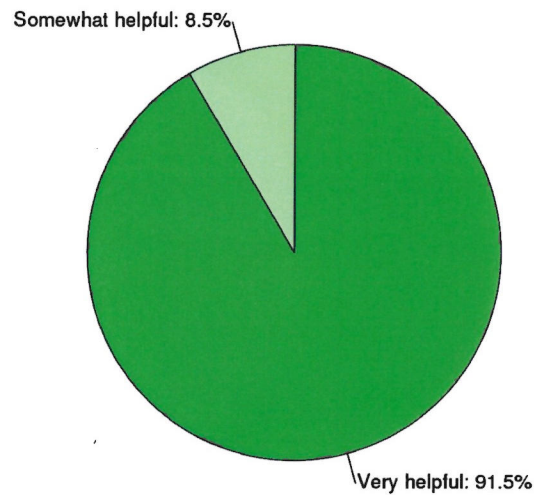
Another main reason people come to the library to use computers and the Internet is to receive help and training from a librarian or library staff. **70% of public access technology users reported having received one-on-one technology help from library staff or volunteers in the past 12 months.** The most frequent type of help these users received was for library computer services (64%). Figure 3 shows types of help that users received.

Figure 3 - Type of help received from library staff or volunteers



Those that received help at Jasper County Public Library were asked about the helpfulness of library staff and volunteers. Figure 4 shows how users rated the help they received.

Figure 4 - User ratings of library technology help received



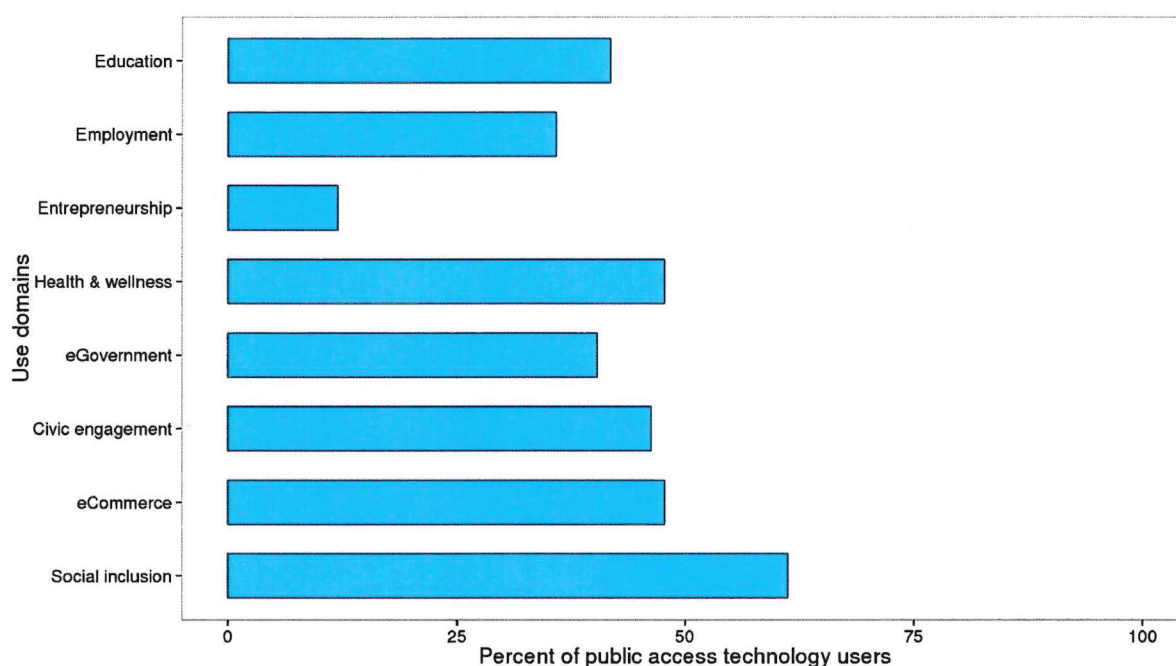
In addition, 10% (7) of public computer users took advantage of computer-related training or classes at the library. *Note that this question was not asked of nonusers; Jasper County Public Library may have patrons who take computer-related training classes but otherwise do not use the library's computers or Internet connection.

Public access technology uses by activity area

Access to computers and the Internet, coupled with the technology help and training available at public libraries around the country, is essential to helping people satisfy their information needs and perform tasks in a variety of areas. National research about how the public uses computers and the Internet in libraries has shown that people use public access computers to accomplish a variety of instrumental social, educational, and economic tasks.

The Impact Survey asked users about how they used public library computers, Internet, and wireless networks across several areas of activity, or domains: education, employment, entrepreneurship, health & wellness, eGovernment, civic engagement, eCommerce, and social inclusion. Using this framework, we can explore how the availability of public access technology in libraries impacts the many and varied aspects of users' daily lives. The following pages provide detail and deeper insight into the uses and outcomes of public access technology at your library across these domains. Figure 5 shows the overall use of public access technology in those areas; the following sections further detail their activities.

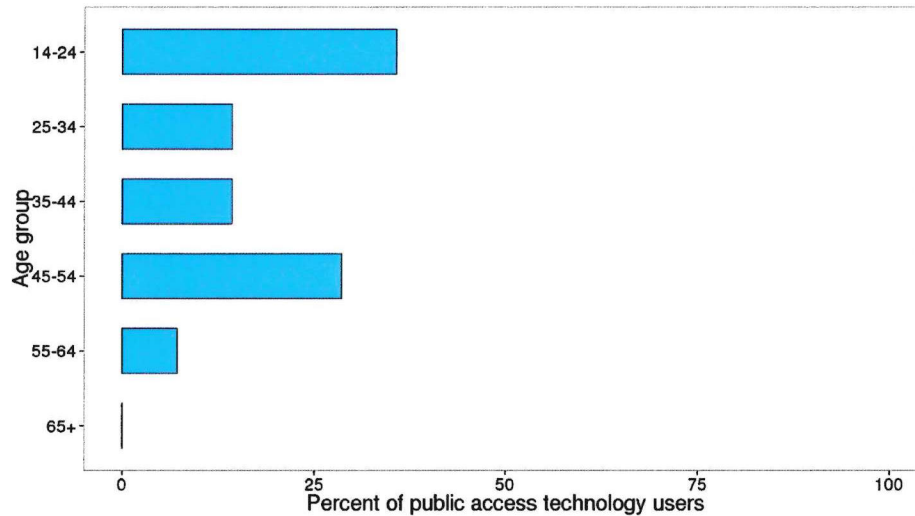
Figure 5 - Public computer use by area



Education

In Jasper County Public Library, **42%** of public access technology users indicated they had used the public library's computers or wireless network for educational purposes. The majority of users who engaged in this activity, 36%, were between the ages of 14-24. Figure 6 shows the ages of those who used public technology for educational activities.

Figure 6 - Ages of patrons using public access technology for education



Highlights:

- 7 users applied for degree or certificate program; of those, 3 were admitted to the program.
- 5 users took a school-related test online; of those, 3 had a librarian serve as a proctor.
- 7 users applied for financial aid; of those, 2 received financial aid.

Table 1 details the education tasks public access technology users reported engaging in during the past 12 months.

Table 1: Education activities

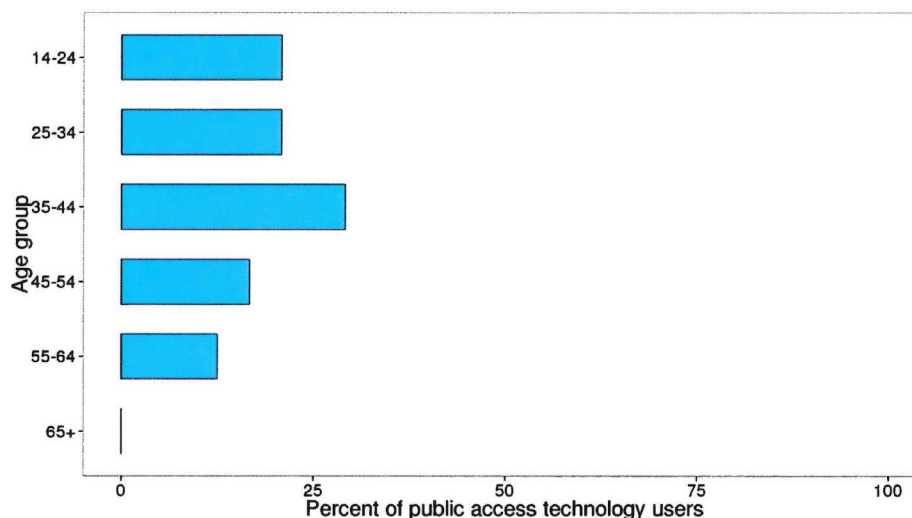
	% of users	n
Learned about a degree or certificate program	19%	13
Applied for a degree or certificate program	10%	7
Was admitted to the program	4%	3
Took an online class or workshop	15%	10
Did research for a class	16%	11
Completed coursework or homework	16%	11
Took any school-related test online	7%	5
Librarian served as a proctor	4%	3
Applied for financial aid for education	10%	7
Received financial aid for education	3%	2

Employment

36% of public access technology users at Jasper County Public Library reported they had used these resources for employment or career purposes in the past 12 months. The majority of users who engaged in this activity, 29%, were between the ages of 35-44.

Figure 7 shows the ages of those who used public technology for employment activities.

Figure 7 - Ages of patrons using public access technology for employment



Highlights:

- **22%** of users used the library's technology resources to apply for a job.
- **13%** were granted an interview, and **9%** were hired for a new position.

Table 2 details additional employment tasks patrons reported engaging in during the past 12 months.

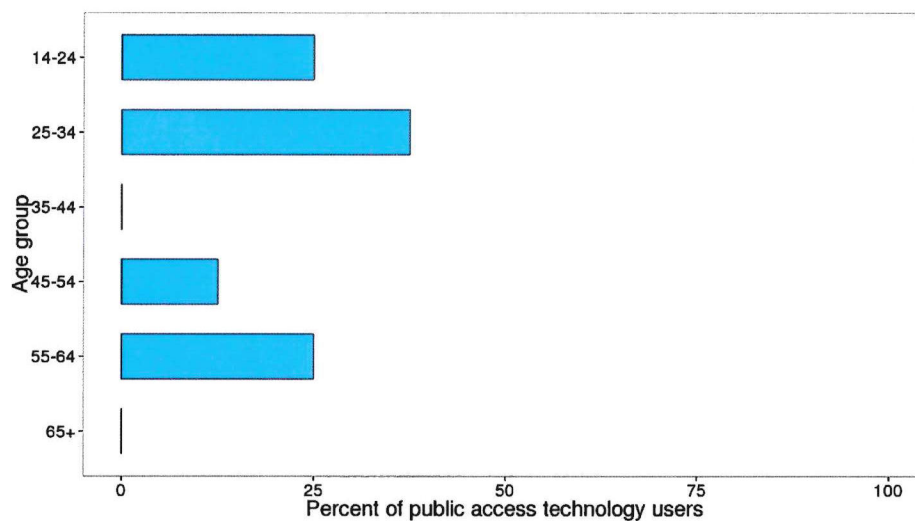
Table 2: Employment activities

	% of users	n
Looked for a job	28%	19
Applied for a job or sent out a resume	22%	15
Got an interview	13%	9
Was hired	9%	6
Worked on a resume	25%	17
Received skill-based training	10%	7
Found information related to a job or profession	21%	14
Did work for a current job	21%	14

Entrepreneurship

By providing public access technology services, libraries often contribute to the economic health of the community by supporting the small business community. 12% of the public access technology users at Jasper County Public Library reported they had used these resources for entrepreneurship purposes in the past 12 months. The majority of users who engaged in this activity, 38%, were between the ages of 25-34. Figure 8 shows the ages of those who used public technology for entrepreneurship activities.

Figure 8 - Ages of patrons using public access technology for entrepreneurship



The most commonly reported entrepreneurial activity performed by users at Jasper County Public Library was to perform business-related research (10%). Table 3 details the entrepreneurship tasks patrons reported engaging in during the past 12 months.

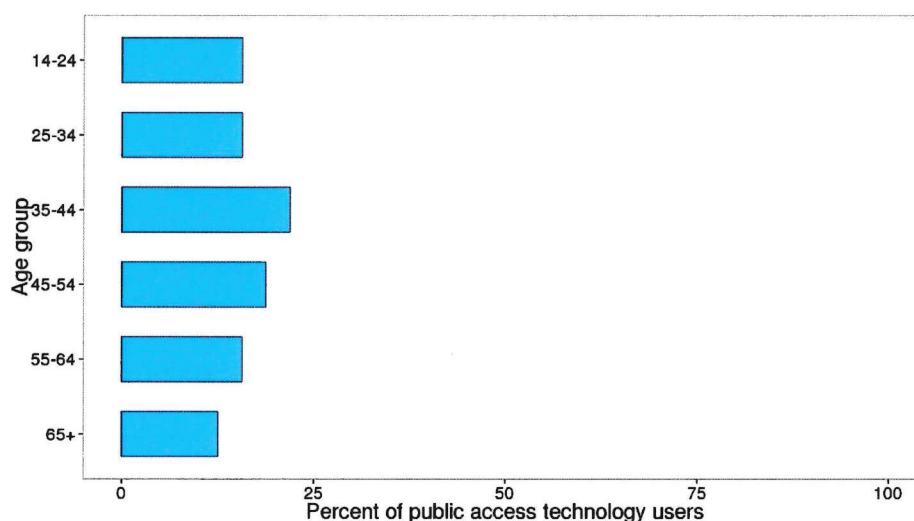
Table 3: Entrepreneurship activities

	% of users	n
Started their own business	7%	5
Managed an existing business	6%	4
Performed business-related research	10%	7
Found potential customers	9%	6
Found business-to-business contract opportunities	6%	4

Health and wellness

Increasingly, finding health information and conducting many health-related service transactions, including signing up for insurance through government insurance exchanges, means going online. **48%** of users at Jasper County Public Library indicated they had used the library's computers or Internet connection for health or wellness purposes. The majority of users who engaged in this activity, 22%, were between the ages of 35-44. Figure 9 shows the ages of those who used public technology for health and wellness activities.

Figure 9 - Ages of patrons using public access technology for health and wellness



Highlights:

- At Jasper County Public Library, **30%** of users reported learning about diet or nutrition; of those, 95% made a change to their diet.
- **30%** of users reported learning about exercise or fitness; of those, 90% made a change in their exercise habits.

Table 4 details the health and wellness tasks patrons reported engaging in during the past 12 months.

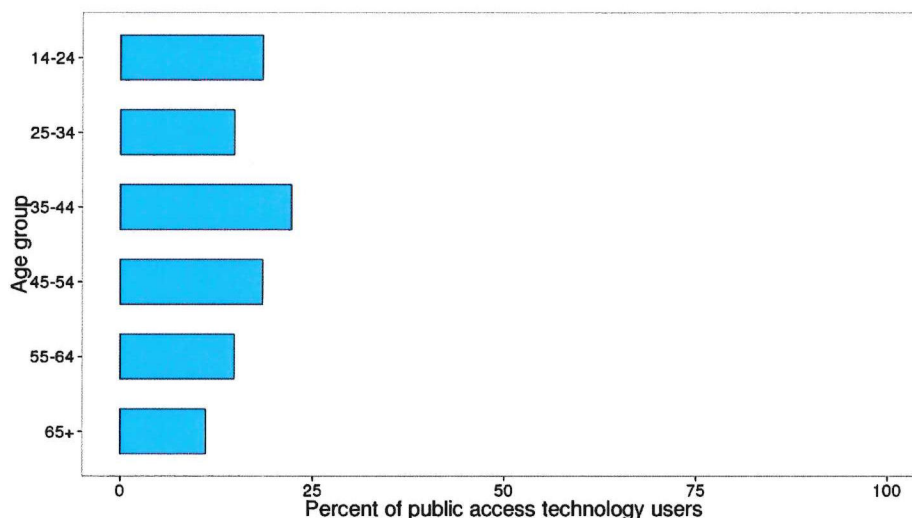
Table 4: Health and wellness activities

	% of users	n
Learned about an illness, disease, or medical condition	43%	29
Learned about a medical procedure	31%	21
Found online or in-person support groups for a health need	10%	7
Learned about prescription or over-the-counter drugs	22%	15
Found information about a doctor or other health care provider	22%	15
Accessed medical records	12%	8
Bought insurance or enrolled in a drug discount program	9%	6
Learned about diet or nutrition	30%	20
Made a decision about diet changes	28%	19
Learned about exercise or fitness	30%	20
Made changes in exercise habits	27%	18

eGovernment

Libraries play a significant role in connecting citizens with essential eGovernment services. **40%** of users at Jasper County Public Library used the library's computers and Internet connection for eGovernment purposes. The majority of users who engaged in this activity, 22%, were between the ages of 35-44. Figure 10 shows the ages of those who used public technology for eGovernment activities.

Figure 10 - Ages of patrons using public access technology for eGovernment



Highlights:

- **25%** of users got government forms online; of those, 29% submitted those forms online.
- **22%** of users learned about permits/licenses; of those, 40% applied for that permit/license.

Table 5 details the eGovernment tasks patrons reported engaging in during the past 12 months.

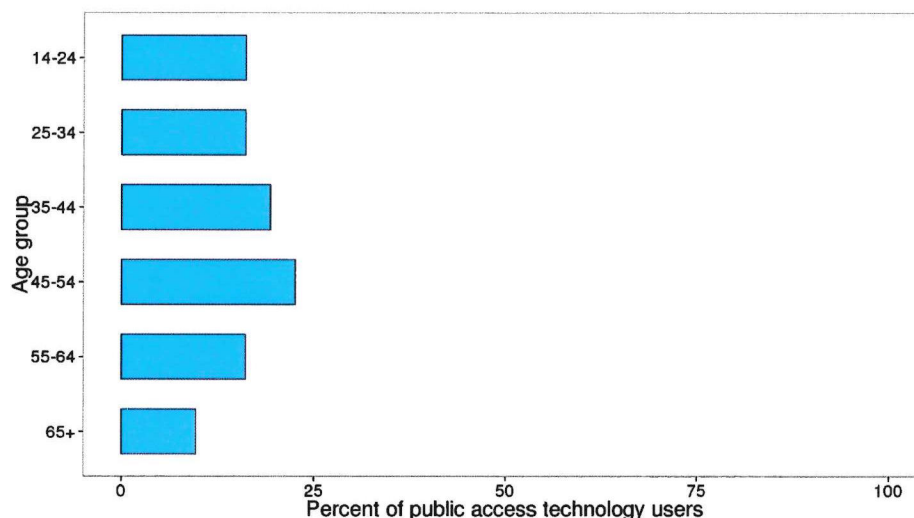
Table 5: eGovernment activities

	% of users	n
Got help from a government official or agency	18%	12
Learned about local, state, or federal laws or regulations	18%	12
Found advice or assistance with a legal question or problem	16%	11
Accessed the justice system	7%	5
Got government forms	25%	17
Submitted forms online	7%	5
Learned about government programs or services	25%	17
Applied for government programs or services	10%	7
Learned about permits or licenses	22%	15
Applied for a permit or license	9%	6

Civic engagement

Public libraries support civic engagement by providing a venue and resources for citizens to engage with their community. **46%** of public access technology users surveyed at Jasper County Public Library reported using the library's computers or Internet connection for civic engagement purposes. The majority of users who engaged in this activity, 23%, were between the ages of 45-54. Figure 11 shows the ages of those who used public technology for civic engagement activities.

Figure 11 - Ages of patrons using public access technology for civic engagement



Highlights:

- **27%** of users learned about a political activity/candidate or social cause; of those, 61% got involved with a political activity, candidate, or cause.

Table 6 details the civic engagement tasks patrons reported engaging in during the past 12 months.

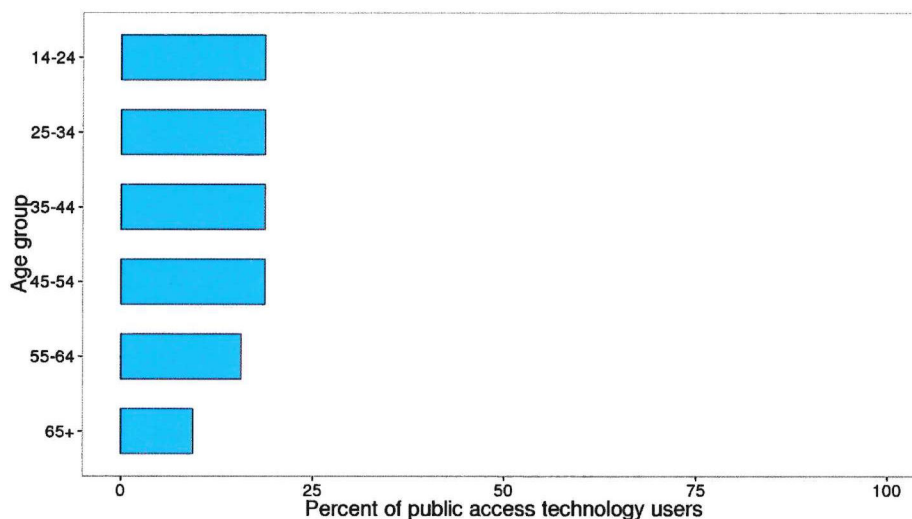
Table 6: Civic engagement activities

	% of users	n
Kept up with current news/events	39%	26
Learned about a political activity, candidate, or social cause	27%	18
Got involved with a political activity, candidate, or cause	16%	11
Participated in a civic or community group	10%	7
Organized/managed a club, civic/community/church group, or non-profit	4%	3

eCommerce

Public libraries provide patrons with the means to engage in a wide variety of eCommerce activities. Consumers connected to the Internet are able to find and compare products and services, leaving those without access at a disadvantage when it comes to making informed financial decisions. **48%** of users indicated they had used a public library computer or Internet connection for eCommerce purposes. Figure 12 shows the ages of those who used public technology for eCommerce activities.

Figure 12 - Ages of patrons using public access technology for eCommerce



The most commonly reported eCommerce activity performed by users at Jasper County Public Library was to research or compare products/services (37%). Table 7 details the eCommerce tasks patrons reported engaging in during the past 12 months.

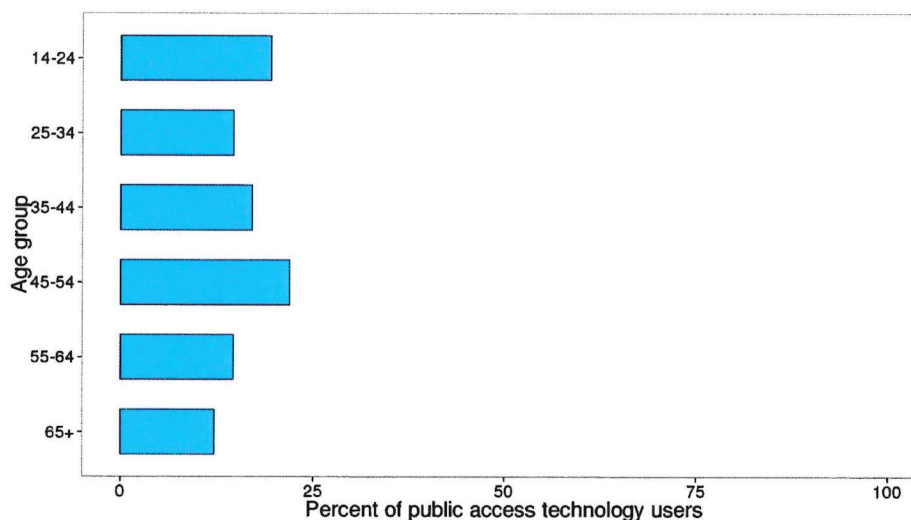
Table 7: eCommerce activities

	% of users	n
Learned about getting out of debt	13%	9
Banked online	28%	19
Paid bills	19%	13
Got investment information	9%	6
Looked up credit rating	16%	11
Researched or compared products/services	37%	25
Purchased online	34%	23
Sold online	7%	5
Made travel arrangements	28%	19
Found housing	10%	7

Social inclusion

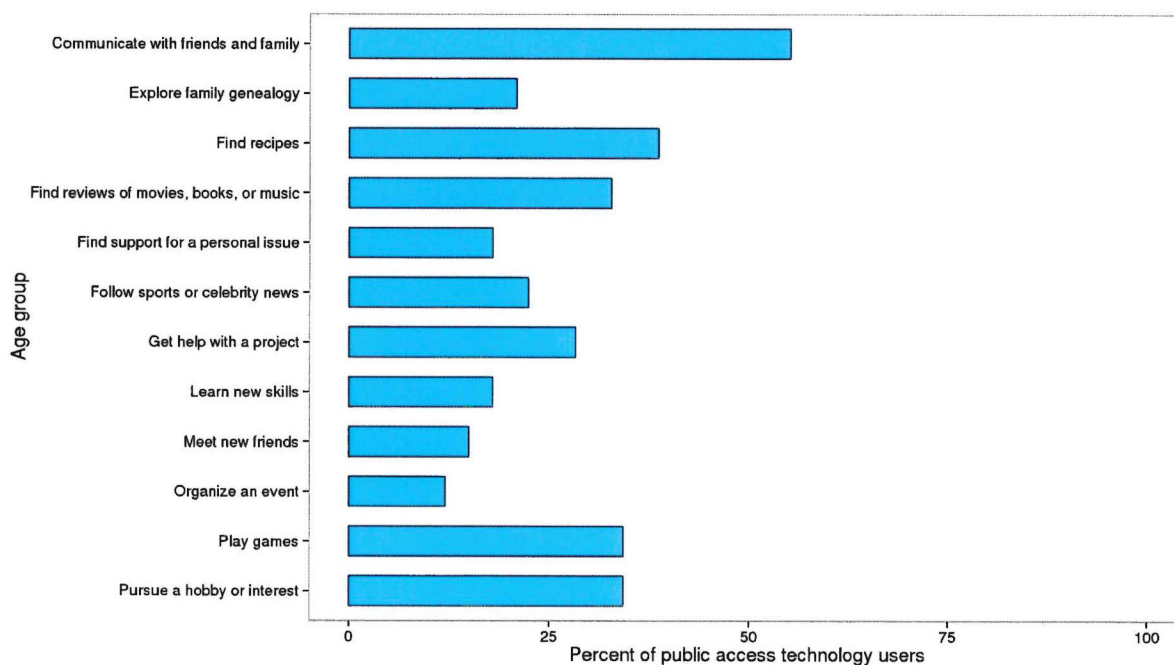
Patrons use public access technology to stay in touch with family and friends, and to build and maintain social networks. **61%** of users reported having used the library's computers or Internet connection for a social purpose. The majority of users who engaged in this activity, 22%, were between the ages of 45-54. Figure 13 shows the ages of those who used public technology for social activities.

Figure 13 - Ages of patrons using public access technology for social inclusion



The most commonly reported social activity performed by users at Jasper County Public Library was to communicate with friends and family (55%). Figure 14 details the types of social inclusion activities patrons reported engaging in during the past 12 months.

Figure 14 - Social inclusion activities



Importance of computer resources

All survey respondents were asked about the importance of free access to computers and the Internet for themselves and their community. 60% of all respondents (and 73% of public technology users) reported that public computing resources are important or very important to themselves, personally; 81% felt that these resources are important or very important to have available for others in the community (see figures below).

Figure 15 - Public access technology importance (personal)

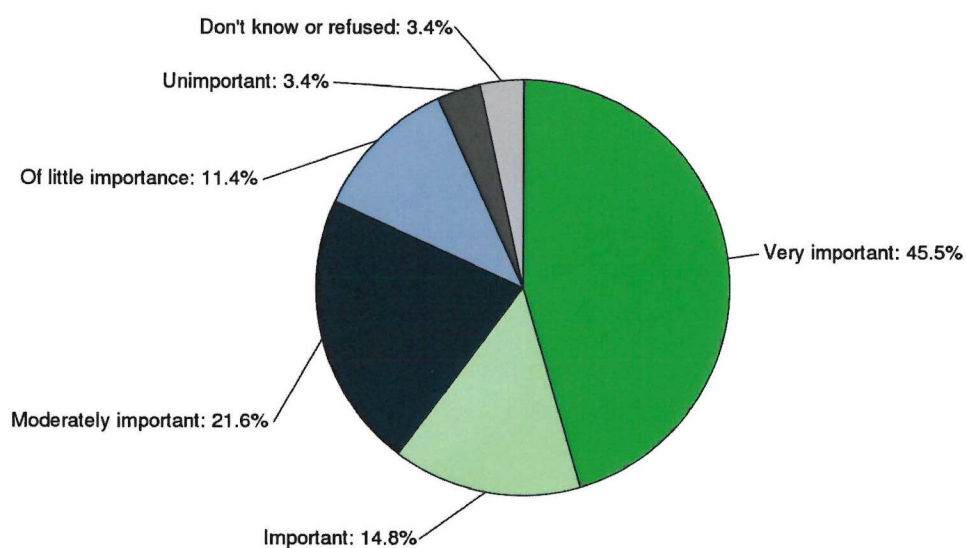


Figure 16 - Public access technology importance (personal) - among public access technology users

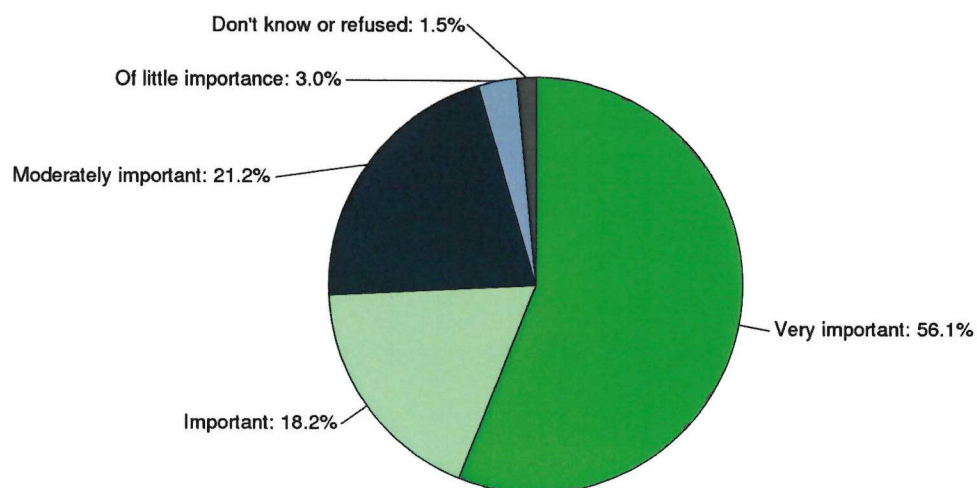
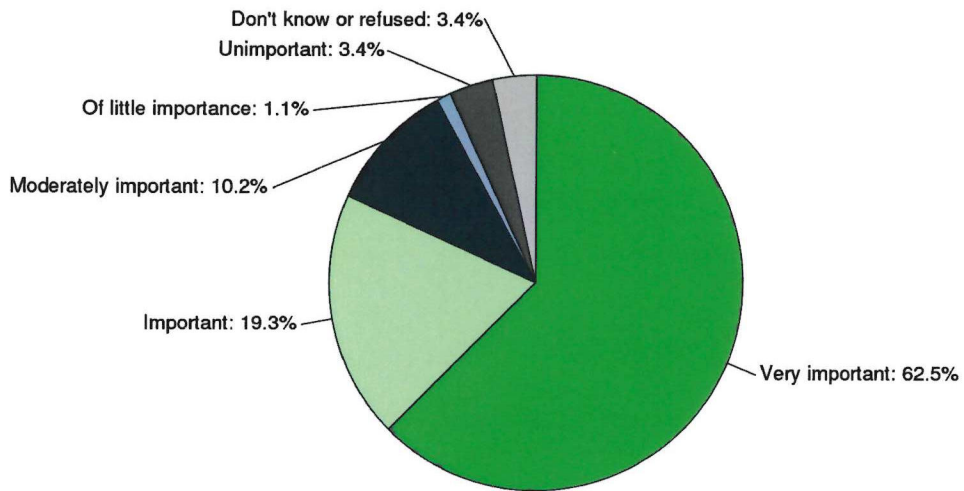


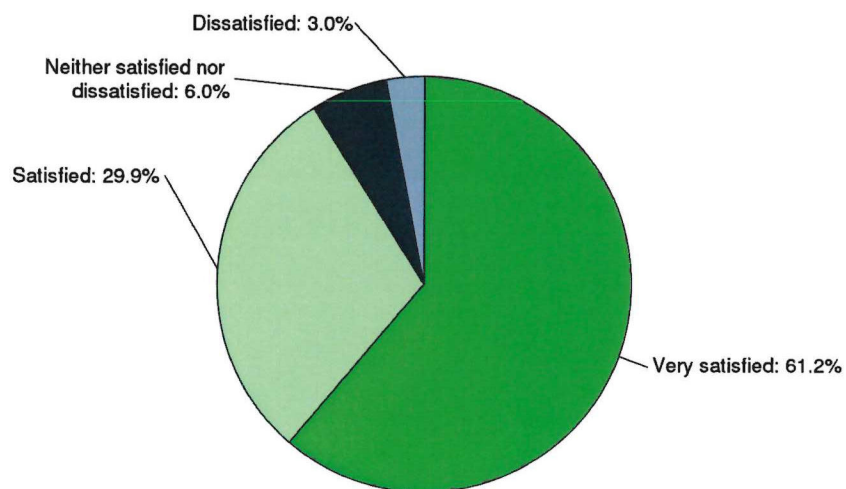
Figure 17 - Public access technology importance (community)



Patron Satisfaction

When asked about their level of satisfaction with public access technology at Jasper County Public Library, 91% of public access technology users said that they were either satisfied or very satisfied with the access provided at the library.

Figure 18 - Patron satisfaction with public access technology resources and services



Demographic Information

The following figures provide demographic information about survey respondents from Jasper County Public Library.

Figure 19 - Survey respondents by race

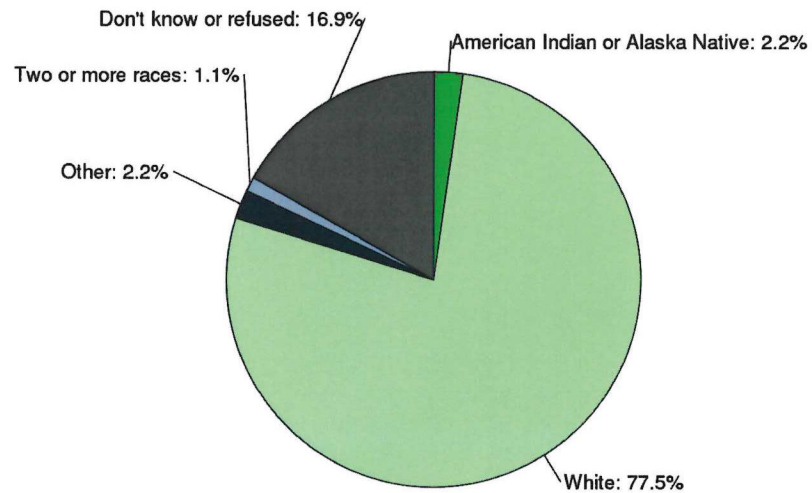


Figure 20 - Survey respondents by sex

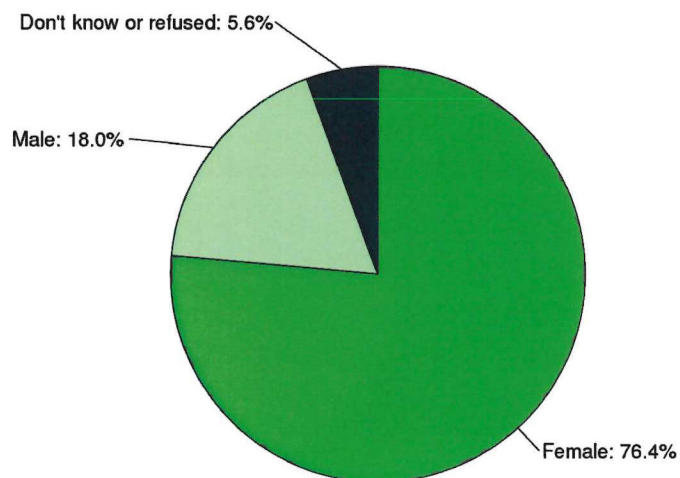


Figure 21 - Survey respondents by age

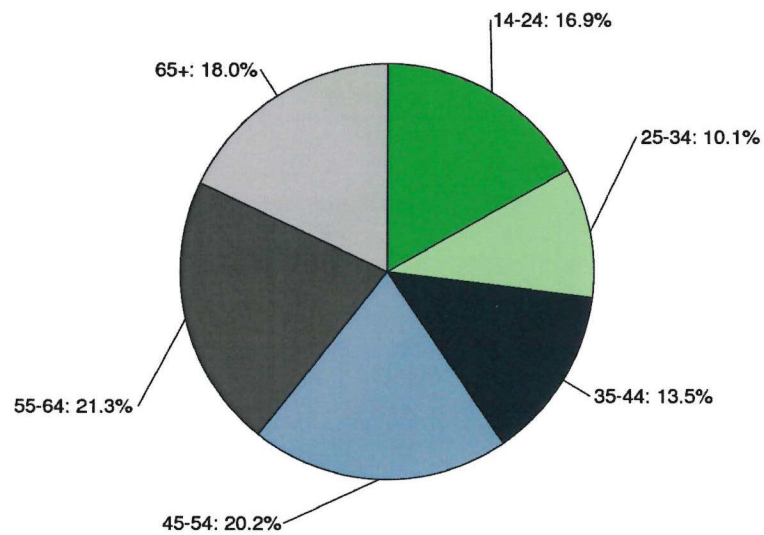


Figure 22 - Survey respondents by education level

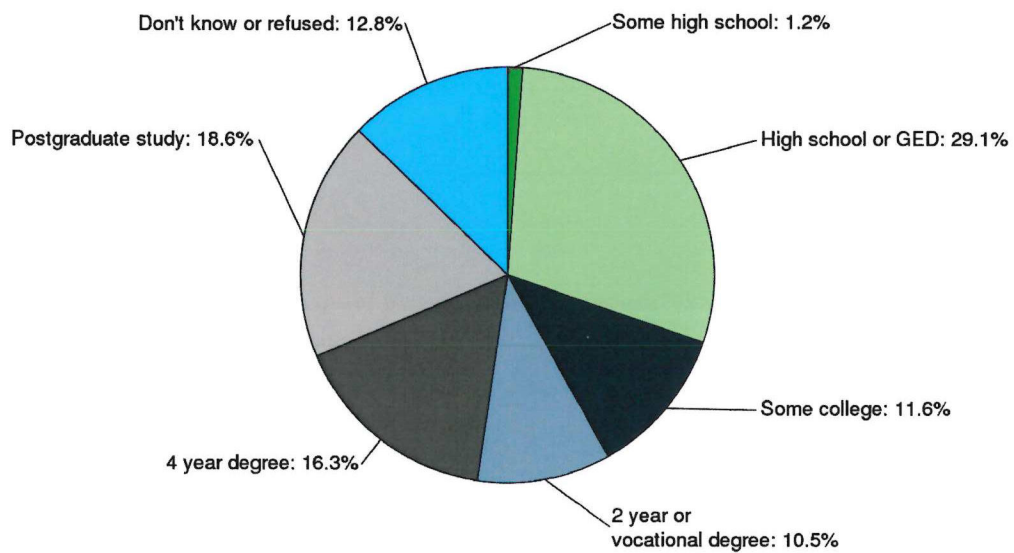


Figure 23 - Language spoken at home

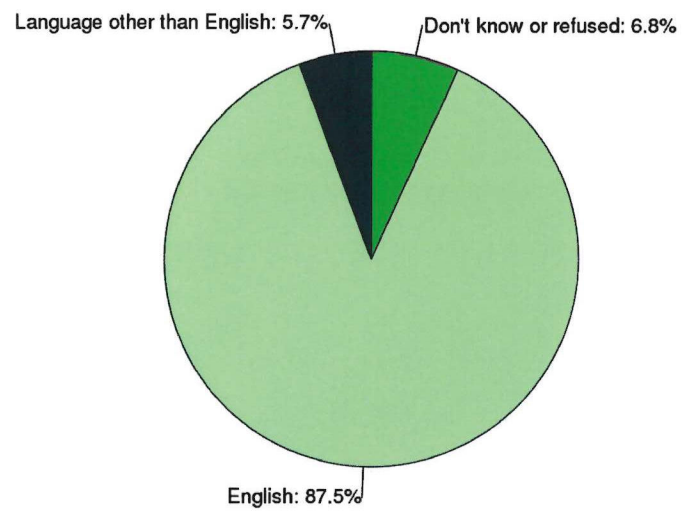


Figure 24 - Survey language

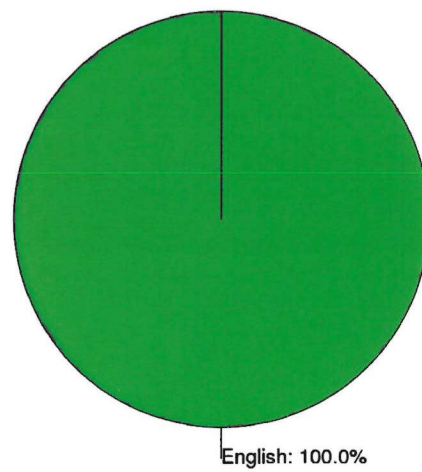


Figure 25 - Citizenship status

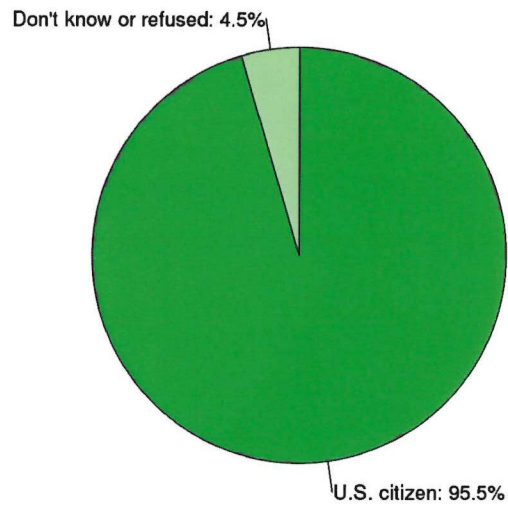
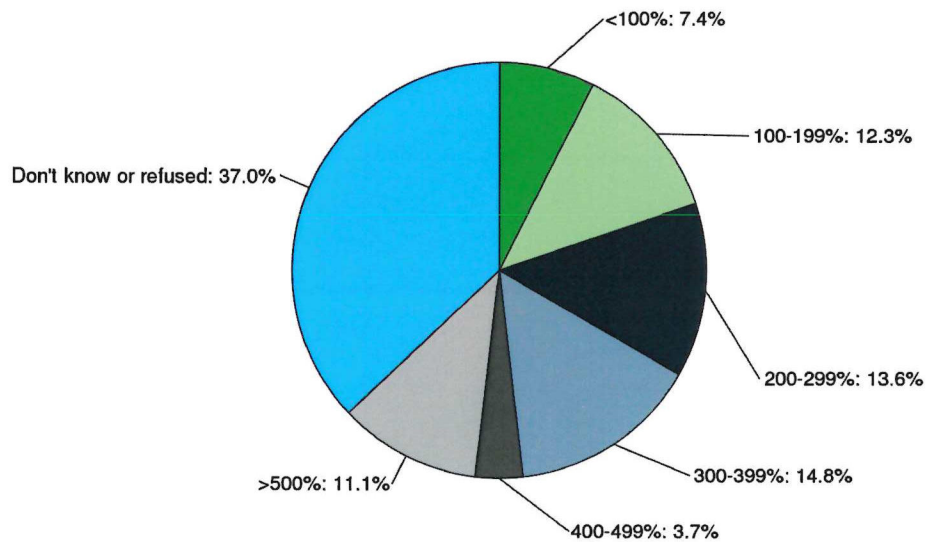


Figure 26 - Income as percent of household poverty level



Respondent income is presented as a percent of the US poverty limits. Below you can view a table of how income ranges and percentages are defined, depending on family size.

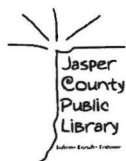
Table 8: 2013 Poverty Guidelines, ROUNDED to nearest \$10,000

	Income as percent of United States poverty limits				
	100%	200%	300%	400%	500%
Family size	Income amount				
1	\$11,000	\$23,000	\$34,000	\$46,000	\$57,000
2	\$15,000	\$31,000	\$47,000	\$62,000	\$78,000
3	\$20,000	\$39,000	\$59,000	\$78,000	\$98,000
4	\$24,000	\$47,000	\$71,000	\$94,000	\$118,000
5	\$28,000	\$55,000	\$83,000	\$11,0000	\$138,000
6	\$32,000	\$63,000	\$95,000	\$126,000	\$158,000
7	\$36,000	\$71,000	\$107,000	\$142,000	\$178,000
8	\$40,000	\$79,000	\$119,000	\$159,000	\$198,000

*From US. Health & Human Services Computations for the 2013 Annual Update of the HHS Poverty Guidelines for the 48 Contiguous States and the District of Columbia. Available at: <https://www.federalregister.gov/articles/2013/01/24/2013-01422/annual-update-of-the-hhs-poverty-guidelines>

Conclusion

We hope that this report has given you useful information about your library's public access technology users. Linking this information with higher level policy goals and current, relevant concerns in your library's community will help demonstrate the value that the public library and free technology resources and services bring to your community. Suggestions for framing your advocacy efforts in a way that shows the value and political importance of the library's services to policymakers, funders, and the public can be found on the Impact Survey website at <http://impactsurvey.org>.



Jasper County Public Library Comments from public access technology users

April 29, 2014

impact survey
Advancing libraries through community insight

The Impact Survey is an online survey tool designed specifically for public libraries that want to better understand their communities and how people use their public technology resources and services.

impactsurvey.org

DEMOTTE BRANCH

Other technology uses

- Sometimes I like playing pinochle on the internet & have not been able to access Yahoo games. The library shows current movies & it's great. Sometimes I get the synopsis on the internet. The librarians help me when I get stuck finding information.

Suggestions for improvement

- Too many employees and employees who are doing personal things. Library closes for events/weather too often.
- More computers
- Better parking.
- At this time the library has been a great blessing.
- just that when kids are off school and are on playing games and there is other patrons needing the computer for other things. Maybe don't let them be on them all day.
- The card catalog is not user friendly

WHEATFIELD BRANCH

Other technology uses

- get tax forms and instructions look up weather I only check balances in my banking accounts online to make sure I didn't forget to write anything down in checkbook

Suggestions for improvement

- Increase bandwidth
- Sometimes longer hours when school out
- Wireless printing could work better with personal devices. I always have trouble printing papers from my laptop when I really need them
- Quieter environment
- Be able to get a book renewed twice after checking it out if it is a very long book if it has 500 to 1000 pages in it or more and no one is on a waiting list for it
- Sometimes things are blocked on the computer that I don't think it should be blocked. It says because of ads, I was looking up housing, and a restaurant I like, it was blocked. There have been other things blocked also like where to find a grave. It doesn't make sense to me. I like using the computer at the Library for the most part, just some things I can't understand why they are blocked.

JASPER COUNTY PUBLIC LIBRARY

Other technology uses

- Genealogy research
- To use facebook for missionary/proselyting purposes, as I am a missionary for my church.
- no - i have a computer at home
- I do my e-mail and compose letters most everyday
- I accessed it to research a paper I was writing
- no
- No
- I use internet connection on my mobile device as I walk around the stacks using the online catalog. I have also used the connection to subscribe to magazines and order catalogs from shelved periodicals

Suggestions for improvement

- Stop the kids playing games and taking up all the computers!
- More audio books.
- being able to access more of the websites some of them say they are blocked

- I think the staff is wonderful!
- no - we love it here!
- PROBABLY COULD USE SOME MORE COMPUTERS
- I LOVE your library :-)
- I enjoy this library and the help they give me is great-I get help with my laptop computer and I usually have access to all the book that I requested
- open half day on Sunday
- none
- Remove all visually offensive magazines - people can buy that on their own, I should not have to pay for it with my tax \$ dollars
- no
- We should be able to have T. T. Series on DVD for 1 week because of the fact that one DVD will have 4 to 8 shows on them. Checking them out and having them due back in 3 days is too soon. Complete series you start on DVD "The Note" have 1,2, & 3 get all DVD's that would be helpful.
- Update teen advisory.
- More large print books.
- no, this library is good as is
- No, the staff is amazing and they all do a wonderful job.
- The services supplied by the library more an adequately meets my needs.
- more evening hours at Wheatfield Branch
- Great Place - Just don't use it to access internet
- allow user names (especially on Overdrive) so that you don't have to use your library card number that is long and hard to remember.
- more computers and be able to order copys from printer right at the same computer your using and then go to desk for papers and payment

UNKNOWN OUTLET

There were no other technology uses or suggestions reported.

FROM THE LIBRARY WEBSITE

Other technology uses

- homework help only

Suggestions for improvement

- make more computers for the littler kids so they have something to do why there pearents are shopping for books or movies/
- add other kinds of magazines. it will gather more people, ask others what book they want to be added, get more computer. not everyone has one of there own.

FROM A LIBRARY WIFI HOTSPOT

Other technology uses

There were no other technology uses reported.

Suggestions for improvement

- faster internet speeds

Director's Report May 2014

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review in June: Study Room Use Policy, Social Media Policy, and Internet Use and Safety Policy. No revisions are recommended for Study Room Use or Social Media Policies. Some revisions are recommended for Internet Use and Safety Policy. Revisions are recommended to clarify confusing language and to be current with library best practice and patron use. Please see R 10. **If you approve the Consent Agenda Items you will approve revisions to the Internet Use and Safety Policy as presented.**

Workshop Request: We wish to send Systems Administrator, Sheila Maxwell, to a three-day conference entitled Internet Librarian. Registration fee is \$499 but we expect to receive a discounted rate through MCLS. In the past, with a discount from MCLS, the fee was around \$330. Travel/hotel/meal expenses are in addition to that. Monies have been budgeted for this conference. **If you approve the Consent Agenda you approve Sheila Maxwell attending this conference.**

General Business:

Annual Report of Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

Rensselaer Library Re-Roof: On May 20th the Jasper County Council did approve our request for an additional appropriation in the amount of \$120,000. The Department of Local Government Finance approved our request on May 23, 2014. We now have the funds available to add insulated decking to the scope of the Rensselaer Re-Roof project. I have been in touch with our architect and library attorney regarding these approvals. Harry has drafted Change Order 2 and sent to Hamstra Group for signature. When I receive it I will have our attorney review it before I sign. A pre-construction meeting will be held sometime during the week of June 23. It is my understanding that materials are on order.

2015 Budget Committee: We will meet with our DLGF Field Rep on July 11 to review budget paperwork. This means that we will need to meet with the Budget Committee July 10 to review budget recommendations. Committee members include: Tim Schultz, chair; Janet Umlauf; and Janelle Harper. We need to establish a time for this meeting on July 10.

Director's Report:

I placed a copy of the Impact Survey results in your packet. Please see R 15. Overall, those who completed our survey are satisfied with our technology and we are making a positive impact in their lives. I was disappointed at the small number who completed the survey, but the survey questions took a little time to process, and I wonder if folks just ran out of time or energy for the task. We are thankful for those who did complete it, and are hopeful that more will complete our User/Non User Survey that is currently underway. Survey runs June 2-20. Results from both surveys will help us draft our next Long Range Plan.

Regarding Rensselaer Library, post flood construction is mostly complete at last. We are concerned about the carpet in our public computer room that is turning up at an edge. ServiceMaster advises replacing it with some of our overrun as it appears to be exhibiting dry rot in this small area. Also we have a concern about the new carpet in our workroom. An independent carpet inspector visited our library to look at our color match problem. He will be sending a report to Mohawk. In his opinion it is not a mill defect; not a defect in material. It is a visual problem. He said that in the process of adhering the backing to the carpet, a lot of heat is involved, and this heat can cause some things to happen to the carpet. He advised that a hydro-steamer be used to improve the matter, and remove the visual problem. He explained that the hydro-steamer blossoms up the fibers, opens them up, so the problem will then basically disappear. If Mohawk accepts his advice, it is my understanding that inspector takes care of the steaming which would take an hour or so. He will be back in touch with me once he hears from Mohawk. Staff have selected furniture to replaced what was damaged and discarded. Orders are in process and some things have already arrived.

We have applied for a Federal Emergency Management Agency (FEMA) grant, seeking reimbursement for our \$1000 deductible, the only qualifying expense. I had to submit a lot of information to FEMA which required numerous emails and phone calls, but they are terrific folks to work with, and in the end I expect we will receive \$750 (75%) of our deductible. It will be some time before we learn whether or not our request has been approved.

Long Range Plan/Technology Plan Update: Items we have completed since our last review include: installed new Meraki devices at DeMotte to help alleviate bandwidth congestion; evaluated staff software needs – will migrate to Office 2013; evaluated patron PCs and added marketing posters at Rensselaer and DeMotte; Win8 Training materials made available to staff; Marlene continues to digitize documents; Emily determined remaining Milroy items to digitize; Emily/Mel determined means of digitizing in-house (camera/tri-pod/dark room/etc...); updated Java/Adobe Reader/Flash/Shockwave on patron PCs; acquired new printer for Brenda; upgraded Public Web Browser from version 2

to version 3; evaluated desktop publishing software (PrintMaster); attended Reboot 2014 Conference and Heartbleed (security bug) webinar; planned 2014 Staff Development Day; completed Summer Reading promotional visits; celebrated National Library Week, Teen Tech Week, and Children's Book Week; launched iPads for eAccess; had a marketing booth at Rensselaer's Earth Day; DeMotte held their spring festival; treated ash trees with ash borer preventative at Rensselaer Library; offered a variety of educational programming including a Titanic program; offered Impact Survey; drafted User/Non-User Survey; various committees have met; various procedures are under review; attended PLA; held Pickle Awareness Week; added content to eReading rooms for children and teens in Overdrive.

Staff in each library has been busy preparing for our Summer Reading Program. This year's theme is *Fizz, Boom, Read* for younger readers, *Spark a Reaction* for teens, and *Literary Elements* for adults. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, our web page, and Facebook.

System Administrator News

Sheila completed numerous webinars this month – Creating a Positive Attitude, Interpersonal Communication, Improving Your Emotional Intelligence Skills, and Win8 New Features and Common Tasks, to name a few. She set up our User/Non User Survey in Survey Monkey, uploaded various documents to the intranet, and purchased flood-related items. There were some Internet interruptions to deal with this month due to severe storms, a cut fiber, and power outages. 12 Service Requests were opened and 12 closed.

Technical Services News

Becky, reports, "In EXCITING news, we received our budget to replace furniture lost in the flood. It was much more difficult to choose new furniture than we thought it would be. We measured our area, and thought about how we can best utilize our spaces to either re-create our desk space, or enhance our work areas. We made our choices, and submitted them to the Business Office. We had previously submitted our chair requests, and those came in! Mary Molenaar, Master Chair Assembler and/or "Chair Whisperer", put them all together!! She was so good at it that she also put the chairs together for Public Services Staff."

DeMotte Library News

Brenda reports, "May has finally opened some flowers. The branch has been full of buzz from all the elementary kids coming in for their school visits. Middle schools were visited and games played. Adults have been checking out items and computer questions are being answered. The smell of Summer Reading is in the air. May has gone by so fast. We have been very busy promoting the materials, programs and services. We have all been banding together for displays, ideas and covering programs. I see many patrons asking for help to find books and I am pleased with the pleasant response the staff have in helping them locate materials. We are all aware that Summer Reading is at our door step and we will all be very busy."

Rensselaer Library News

Linda reports one regular user of the library's iPad for eAccess, and the patron loves it! Linda viewed four webinars this month: Smart Investing – Reference Strategies and Resources; eReading Rooms for Kids and Teens; Top 5 Ways to Boost Digital Circulation; and Top 10 Things You Can Do in the [Overdrive] Marketplace. She also proctored an Accuplacer exam which was very involved. Jamie attended the Scholastic Warehouse sale to purchase books for Summer Reading prizes. She reports that regular children's programs experienced low attendance but she has high hopes for Summer Reading attendance.

Wheatfield Library News

Rachael and the rest of the Wheatfield Staff have done a terrific job with all the many matters of operations at Wheatfield Library in absence of the Wheatfield Librarian. They work together with smiles on their faces to meet patron needs and care for their building. Rachael reports, "the Children's Department was extremely busy with promoting Summer Reading in May." They visited various classes to promote the program and decorated the library. Rachael and Carolynn visited the Scholastic Warehouse to purchase books for Summer Reading prizes and also shopped for needed supplies.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

May 31, 2014

	Beginning 2014 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$540,945.63	\$178,973.61	\$825,042.74	\$446,424.40	\$795,860.76	\$511,763.65
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$10,367.43	\$1,836.63	\$4,187.92	\$2,812.25	\$7,924.42	\$14,103.93
DeMotte	\$2,634.29	\$667.54	\$1,281.89	\$1,762.25	\$2,892.95	\$4,245.35
Rensselaer	\$5,438.24	\$583.25	\$1,618.28	\$150.00	\$1,904.22	\$5,724.18
Wheatfield	\$2,294.90	\$585.84	\$1,287.75	\$900.00	\$3,127.25	\$4,134.40
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$25.46	\$152.02	\$309,842.81
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$162,540.00	\$5,106.62	\$5,106.62	\$16,860.57
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$0.00	\$307,315.15
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$7,305.00	\$0.00	\$0.00	\$3,056.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.07	\$18.61	\$1,262,338.49
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$7.28	\$69.08	\$68.74
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$0.00	\$64,885.12	\$220,818.22	\$0.00	\$270,160.11	\$49,341.89
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,924.19	\$38,813.06	\$7,924.19	\$38,813.06	\$0.00
FICA Tax Collected	\$0.00	\$7,353.30	\$36,150.59	\$7,353.30	\$36,150.59	\$0.00
State Tax Collected	\$3,131.91	\$3,380.39	\$16,237.08	\$3,366.75	\$16,471.87	\$3,366.70
County Tax Collected	\$2,403.50	\$2,631.96	\$12,596.49	\$2,620.05	\$12,813.09	\$2,620.10
Deferred Comp.	\$0.00	\$3,590.00	\$17,432.40	\$3,590.00	\$17,432.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$3,547.98	\$17,153.19	\$3,547.97	\$17,141.08	(\$17.83)
Employee Life Insur.	(\$0.36)	\$198.48	\$1,003.40	\$198.48	\$1,003.76	\$0.00
Employee INPRS	\$0.00	\$2,883.53	\$14,311.51	\$2,883.53	\$14,311.53	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$278,666.19	\$1,403,850.57	\$485,863.35	\$1,233,479.00	\$2,480,980.22

Bank Balances
Jasper County Public Library
Report as of: 5/31/14

<i>Bank</i>		
1	Alliance Bank	\$960,480.95
2	Demotte State Bank	\$10,674.24
4	PNC Bank	\$9,555.03
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$725,000.00
8	Kentland Bank CD#400043547	\$275,000.00
11	Kentland Bank CD#400043559	\$500,000.00
<i>Total all banks =</i>		<i>\$2,480,980.22</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/14 To 5/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$26,451.56	\$36,593.44	42.0
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$89,865.88	\$441,278.08	\$613,275.92	41.8
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,237.88	\$20,691.72	\$46,486.28	30.8
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,353.35	\$36,150.74	\$54,484.26	39.9
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$2,508.15	\$1,011.85	71.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,788.68	\$43,738.10	\$60,312.90	42.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$8,743.18	\$44,287.15	\$134,846.85	24.7
Subtotal	\$1,562,117.00		\$1,562,117.00	\$124,294.71	\$615,105.50	\$947,011.50	39.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$350.67	\$1,611.99	\$6,388.01	20.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$978.37	\$2,064.69	\$4,435.31	31.8
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,137.40	\$2,814.04	\$5,185.96	35.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$36.98	\$36.98	\$163.02	18.5
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$34.63	\$216.40	\$1,783.60	10.8
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$2,568.75	\$4,681.42	\$10,268.58	31.3
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$5,106.80	\$11,731.37	\$30,018.63	28.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$435.25	\$1,066.75	\$3,933.25	21.3
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$115.00	\$2,830.07	\$2,169.93	56.6
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$3,000.00	\$4,560.00	\$16,626.00	21.5
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$428.67	\$1,142.06	\$3,057.94	27.2
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$638.00	\$1,084.59	\$1,915.41	36.2
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,310.01	\$4,987.51	\$15,012.49	24.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$164.91	\$5,328.47	\$2,671.53	66.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$126.75	\$382.00	\$1,418.00	21.2
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$121.44	\$678.56	15.2
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$18,240.18	\$10,259.82	64.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,830.73	\$16,730.60	\$13,269.40	55.8
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,764.41	\$31,311.66	\$53,688.34	36.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$283.93	\$1,448.21	\$551.79	72.4
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$481.38	\$2,471.18	\$3,228.82	43.4
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$3,726.41	\$18,731.57	\$39,268.43	32.3
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$190.75	\$459.25	29.3
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,222.70	\$577.30	79.4
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$10.00	\$510.00	\$10.00	\$10.00	\$500.00	2.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$3,455.67	\$26,436.42	\$78,911.58	25.1
Subtotal	\$561,324.00	\$10.00	\$561,334.00	\$22,781.07	\$142,736.16	\$418,597.84	25.4
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$1,762.47	\$2,435.49	\$37,298.51	6.1
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$19,381.38	\$38,829.51	\$111,170.49	25.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$583.74	\$5,422.93	\$19,577.07	21.7
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$5,063.44	\$8,781.78	\$48,131.22	15.4
Subtotal	\$271,647.00		\$271,647.00	\$26,791.03	\$55,469.71	\$216,177.29	20.4
Grand Total	\$2,436,838.00	\$10.00	\$2,436,848.00	\$178,973.61	\$825,042.74	\$1,611,805.26	33.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for 155 STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 5/1/14 To 5/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$7,305.00	(\$7,305.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$7,305.00	(\$7,305.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$7,305.00	(\$7,305.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 196 INSURANCE SETTLEMENT F

Jasper County Public Library

Report Date: From 5/1/14 To 5/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$80.52	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$80.52	\$270.19	(\$270.19)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$64,179.97	\$211,745.23	(\$211,745.23)	0.0
Subtotal	\$0.00		\$0.00	\$64,179.97	\$211,745.23	(\$211,745.23)	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$410.99	\$410.99	(\$410.99)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$213.64	\$8,391.81	(\$8,391.81)	0.0
Subtotal	\$0.00		\$0.00	\$624.63	\$8,802.80	(\$8,802.80)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$64,885.12	\$220,818.22	(\$220,818.22)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
5/12/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on Lost Bk Pd 4/28/14& Found - A/P#321

Net Changes by Fund	
<i>Fund Number</i>	<i>Net Change</i>
100	\$10.00

Voucher List
Jasper County Public Library

Report Date: From 5/1/14 To 5/31/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	304	PAYROLL	5/9/14	PAYROLL	\$49,394.20
32989	305	AARON'S LAWN CARE	5/12/14	Spring clean-up, mowing, tree pruning 3/31-4/30/14	\$1,060.00
32990	306	ACE HARDWARE	5/12/14	Lightbulbs, water heater repair, key, duct tape, rubber mallet, carabiner clip, wire hooks	\$41.93
0	307	ALLIANCE BANK	5/12/14	Direct Deposit Fees- April 2014	\$37.00
32991	308	ALLIED WASTE SERVICES #71	5/12/14	Wh: Trash Service- May 2014	\$57.38
32992	309	ANTHEM BLUE CROSS BLUE	5/12/14	Health Ins. Premiums- May 2014, 17 employees	\$11,084.26
32993	310	ANTHEM LIFE	5/12/14	Life Ins. Premiums-May 2014	\$98.28
32994	311	BAKER & TAYLOR	5/12/14	Books, Continuations, AV, Auto. Yours	\$9,207.73
32995	312	BLUETARP FINANCIAL, INC	5/12/14	Paint supplies, steel wool, faucet repair supplies, flashing repair supplies, sink riser vinyl, cap thread gaskets, washers	\$75.10
32996	313	BETTER CONTAINERS MFG. C	5/12/14	Library bags	\$122.68
32997	314	BRENDA THOMPSON	5/12/14	Mileage 4/18/14: B2B meeting	\$35.28
32998	315	BROWN'S GARDEN & FLORAL	5/12/14	Rens: Ash Tree Treatment	\$149.75
32999	316	CAPSTONE PRESS, INC	5/12/14	Books	\$1,986.38
33000	317	CARDINAL OFFICE PRODUCT	5/12/14	DeM: Quarterly maintenance agreement on work room copier 1/21-4/21/14	\$405.06
33001	318	CAROLYNN DeVRIES	5/12/14	Mileage: Summer Reading Shopping	\$38.08
33002	319	CARRIAGE PAPER PRODUCT	5/12/14	Receipt printer ribbon	\$59.04
33003	320	CHICAGO TRIBUNE	5/12/14	Wh: Newspaper Subscription acct# 000043113043 5/8- 11/5/14	\$259.74
33004	321	CHRISTOPHER BOON	5/12/14	Patron refund on book previously paid for	\$10.00
33005	322	CIRCLE R ELECTRIC, INC.	5/12/14	DeM: Furnish & install three 250 watt MH lamps in parking lot lightling.	\$440.40
33006	323	CULLIGAN WATER CONDITIO	5/12/14	Wh: Water Cooler Rental-May 2014, 5-gallon drinking water- 8	\$65.95
33007	324	DELTA DENTAL	5/12/14	Dental Ins. Premiums- May 2014, 17 employees	\$477.78
33008	325	DEMCO	5/12/14	Crystal clear tape, 10" polyfit, 9" polyfit, magazine binders, folding wire easels	\$846.56
33009	326	DIANA KOOY	5/12/14	Mileage 2/3-4/9/14: Deliver water sample, ACA workshop, Branch Managers Counterparts meeting	\$34.16
33010	327	DONNA BARKO	5/12/14	Mileage 3/3-4/30/14: Bank deposits, post office, Courthouse	\$22.68
33011	328	EBSCO Accounts Receivable	5/12/14	Database Renewals 5/14-4/15 (Automotive Repair, Small Engine Repair)	\$3,000.00
33012	329	ELLISON EDUCATIONAL EQUI	5/12/14	Diecuts	\$174.90
33013	330	EMILY DURAN	5/12/14	Mileage 4/16/14: AV Shopping	\$24.64
33014	331	ENA SERVICES LLC	5/12/14	Internet Service- April 2014	\$1,461.00
33015	332	FAEGRE BAKER DANIELS LLP	5/12/14	Legal Assistance on personnel matters	\$304.00
33016	333	FINDAWAY WORLD, LLC	5/12/14	Power adaptors, Playaway Views	\$370.62
33017	334	FLEX-PAC INC	5/12/14	Toilet paper, paper towel rolls, m-folds, hand soap	\$607.81
33018	335	HERITAGE OFFICE PRODUCT	5/12/14	Nametags (Sue, Marina)	\$23.00
33019	336	JASPER CO. VETERANS COU	5/12/14	Two 4x6' United States flags	\$76.00
33020	337	KAPCO	5/12/14	8" poly covers, 7" poly covers	\$140.71
33021	338	KIRBY RISK CORPORATION	5/12/14	Lightbulbs	\$358.02
33022	339	KOLORTECH LIGHTING LLC	5/12/14	Lightbulbs	\$35.00
33023	340	LINDA POORTENGA	5/12/14	Mileage 4/17-4/23/14: Management meeting, D. Kooy Retirement Party	\$49.28
33024	341	MANUFACTURERS' NEWS, IN	5/12/14	Continuations	\$155.45
33025	342	MELISSA J. WIDNER	5/12/14	Society of Indiana Archivists workshop	\$40.00
33026	343	MOHLER ARCHITECTS, P.C.	5/12/14	Rensselaer Library Roof Project- change order	\$115.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33027	344	NANCY PHILLIPS	5/12/14	Fish tank supplies	\$34.72
33028	345	NETWISE RESOURCES	5/12/14	Rens & Wh staff copiers quarterly service agreement	\$584.29
33029	346	NITCO	5/12/14	DeM: Local Phone & Fax Service May 2014	\$169.74
33030	347	OLLIS BOOK CORPORATION	5/12/14	Books	\$2,176.50
33031	348	OSBY WATER CONDITIONING	5/12/14	Wh. Water softener chemicals	\$193.50
33032	349	PATTY STRINGFELLOW	5/12/14	Mileage 4/7-4/28/14: IN Standards Taskforce meeeting, MCLS workshop, Board meeting, ASK meeting, Exit Interview	\$245.28
33033	350	POSTMASTER	5/12/14	Stamps	\$638.00
33034	351	POST TRIBUNE	5/12/14	Wh: Newspaper Subscription 5/25/14-5/24/15 acct# 1095310	\$195.00
33035	352	PRECISION CONTROL SYSTE	5/12/14	Rens: No heat, freeze stat tripped, reset & checked operation, damper @ 100% open, repowered & opened & closed damper, operation ok, checked discharge air temp, 7-8 degree lower, needs recalibrated, installed hot water filters	\$673.24
33036	353	RACHAEL CAVINDER	5/12/14	Mileage 3/31-4/17/14: Preschool visit, Marketing meeting, Ollis Books vendor meeting, Management meeting	\$29.12
33037	354	RACO INDUSTRIES	5/12/14	Datalogic ADC , cable, USB	\$37.47
33038	355	RELIABLE EXTERMINATORS, I	5/12/14	DeM: Interior & exterior treatment	\$250.00
33039	356	ROEING CORP.	5/12/14	Meraki Wireless Access Points- 3, Meraki Cloud Controller Subscription License- 3 year	\$2,625.00
33040	357	ROSEN PUBLISHING	5/12/14	Books	\$376.00
33041	358	SERVICEMASTER CLEAN	5/12/14	Rens: Flood damage repairs & restoration	\$64,179.97
33042	359	SHOWCASES	5/12/14	DVD cases	\$230.04
33043	360	SUNRISE PACKAGING INC.	5/12/14	Audiobook cases	\$114.68
33044	361	TECH LOGIC CORP	5/12/14	CircIT Software Renewal- 1yr (March1-February 28)	\$1,200.00
33045	362	TRUGREEN PROCESSING CE	5/12/14	Wh: Ornamental Bed Weed Control, Lawn Fertilization	\$402.00
33046	363	ULINE	5/12/14	DVD cases	\$280.67
33047	364	UNIQUE MANAGEMENT SERVI	5/12/14	Collections: Initial/Secondary Placements- April 2014	\$277.45
33048	365	UPSTART	5/12/14	Summer Reading supplies	\$709.69
33049	366	VISION SERVICE PLAN- (IN)	5/12/14	Vision Ins. Premiums- May 2014, 17 employees	\$209.85
33050	367	WAL-MART COMMUNITY/GEC	5/12/14	Annual Tracphone subscription, Easter program supplies, children's supplies, CD players, Spring Festival supplies, batteries, program supplies, DVDs, flashlight	\$1,200.56
33051	368	WASTE MANAGEMENT	5/12/14	DeM: Trash Service- May 2014	\$81.40
33052	369	YVONNE DEL VECCHIO	5/12/14	Mileage 3/12-4/30/14: Walking Books, Book Club, deliver newsletter, ASK Committee meeting	\$43.01
33053	370	ZIESE PLUMBING, HEATING, &	5/12/14	DeM: Repaired water heater, new heating element, new pressure, temperature, & safety valve	\$328.91
0	371	BILL HROMADA	5/8/14	Courier Mileage: 4/16/14 - 4/30/14 (Conf. # 116)	\$381.92
0	372	GREAT-WEST RETIREMENT S	5/8/14	Annuity Contributions withheld 5/9/14 Payroll (Conf. #119)	\$1,795.00
0	373	INDIANA DEPARTMENT OF RE	5/8/14	State & County Taxes withheld April Payrolls Ref. #73261)	\$6,012.35
0	374	INPRS fbo PERF	5/8/14	INPRS Contributions 5/9/14 Payroll	\$5,796.67
0	375	IRS USA TAXPAYMENT	5/8/14	Federal Withholding, Medicare, & FICA withheld 5/9/14 Payroll (Acknowledgement# 52733657)	\$11,229.20
0	376	TOWN OF DEMOTTE	5/8/14	DeM: Water & Sewer Service- April 2014 (Conf. #117)	\$179.53
0	377	TOWN OF WHEATFIELD	5/8/14	Wh: Sewer Service- May 2014 (Conf. #117)	\$56.65
33054	378	BUSINESS CARD	5/12/14	Summer Reading prizes, Summer Reading shopping expenses, Staff Party expenses, vacuum parts, 2 mini refrigerators (flood replacement), microwave (flood replacement), coffee pot (flood replacement), Next Issue subscription, cleaning supplies, Staff Anniversary gift card, Management Meeting expenses, B2B expenses, DVDs, books, CDs	\$5,244.56
33055	379	CENTURYLINK	5/12/14	Rens: Local Phone & Fax Service- May 2014	\$123.28

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33056	380	CEREBELLUM CORPORATION	5/12/14	DVDs	\$114.98
33057	381	DAVIDSON TITLES INC.	5/12/14	Books	\$5,420.01
33058	382	DUMAS & MAHNESMITH P.C.	5/12/14	Legal Assistance: Rensselaer Library Roof Project	\$131.25
33059	383	GALE/CENGAGE LEARNING	5/12/14	Books	\$461.62
33060	384	HP PRODUCTS	5/12/14	Glass cleaner, neutral cleaner, trash bags, disinfectant, stainless steel cleaner	\$292.87
33061	385	KEVIN MOORE ELECTRIC	5/12/14	Rens: repair phone lines, repair broken keystone jack, move phone jack, move phone & data line, replace keystone jacks & cover plates, replace light fixture, fluorescent emergency battery pack, T8 ballasts	\$736.75
33062	386	MARLENE BEEDLE	5/12/14	Mileage 5/8/14: Meeting	\$24.64
33063	387	NIPSCO	5/12/14	DeM & Wh: Gas & Electric Service	\$5,466.17
33064	388	OFFICE DEPOT	5/12/14	Contact paper, calendar (flood replacement), 2 hole punch (flood replacement), electric stapler (flood replacement), index cards, envelopes, paper clips, binders, tape, laminator pouches, construction paper, cardstock, lint rollers, wrist rest mousepad	\$377.23
33065	389	QUILL CORPORATION	5/12/14	Construction paper, left-handed scissors, 3-hole punches (flood replacements), canned air, fax cartridge, 1-hole punch, big book easel, copy paper	\$412.99
0	390	SAGE PAYMENT SOLUTIONS	5/12/14	Merchant Processing Fees- April 2014 (automatic withdrawal on 5/2/14)	\$51.87
33066	391	SCHOLASTIC LIBRARY PUBLI	5/12/14	Books	\$190.39
0	392	PAYROLL	5/23/14	PAYROLL	\$50,015.30
0	393	AFLAC	5/22/14	Supplemental Insurance - May 2014 (Conf. #121)	\$619.47
0	394	BILL HROMADA	5/22/14	Courier Mileage: 5/1/14-5/15/14 (Conf. # 124)	\$381.92
0	395	CENTURYLINK	5/22/14	WH: Fax Service May 2014 (Conf. # 122)	\$14.47
0	396	CENTURYLINK	5/22/14	WH: Local Phone Service May 2014 (Conf #123)	\$39.66
0	397	CITY OF RENSSELAER	5/22/14	RENS: Utilities 4/9/14 - 5/8/14 (Conf. #120)	\$3,463.32
0	398	GREAT-WEST RETIREMENT S	5/22/14	Annuity Contributions withheld 5/23/14 Payroll (Conf. #126)	\$1,795.00
0	399	INPRS fbo PERF	5/22/14	INPRS Contributions 5/23/14 Payroll	\$5,875.54
0	400	IRS USA TAXPAYMENT	5/22/14	Federal Withholding, Medicare, & FICA withheld 5/23/14 Payroll (Acknowledgement# 92069799)	\$11,401.64
0	401	RENSSELAER REPUBLICAN	5/22/14	Dm. Lib. Newspaper subscription, 5/31/14-5/31/15	\$129.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$278,666.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, June 05, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$278,666.19

Date this 9th day of June, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,492.26	\$12,434.70
DeMotte	\$897.30	\$4,681.85		
Rensselaer	\$932.88	\$4,539.66		
Wheatfield	\$662.08	\$3,213.19		
PHOTOCOPIES:			\$773.50	\$3,419.17
DeMotte	\$321.40	\$1,468.90		
Rensselaer	\$268.00	\$979.24		
Wheatfield	\$184.10	\$971.03		
INTEREST (Checking, Repurchase, CDs):			\$47.64	\$289.71
TAXES:			\$442,407.02	\$742,507.22
Property Tax	\$367,381.97	\$367,381.97		
LOIT	\$17,903.58	\$89,517.90		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$47,176.36	\$235,881.80		
Local Option/Property Tax Repl.	\$9,945.11	\$49,725.55		
TAXABLE SALES:-			\$3.98	\$259.76
REFUNDS:			\$700.00	\$36,950.20
Rebates/Refund	\$600.00	\$1,507.18		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$700.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$0.00	\$4,561.02		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$446,424.40	\$795,860.76
PLAC FUND:-			\$0.00	\$50.00
GIFT FUNDS:			\$2,812.25	\$7,924.42
DeMotte	\$1,762.25	\$2,892.95		
Rensselaer	\$150.00	\$1,904.22		
Wheatfield	\$900.00	\$3,127.25		
LIB. IMPROV. RESERVE FUND:			\$25.46	\$152.02
Interest Earned	\$25.46	\$152.02		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$5,106.62	\$5,106.62
Property Tax	\$5,106.62	\$5,106.62		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.07	\$18.61
Interest Earned	\$3.07	\$18.61		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$7.28	\$69.08
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$270,160.11
SUB-TOTAL (page 1).....			\$454,379.08	\$1,079,341.62

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,924.19	\$38,813.06	\$31,484.27	\$154,137.38
FICA Collected	\$7,353.30	\$36,150.59		
State Tax Collected	\$3,366.75	\$16,471.87		
County Tax Collected	\$2,620.05	\$12,813.09		
Deferred Comp Plan	\$3,590.00	\$17,432.40		
Pre-tax Insurance Plans	\$3,547.97	\$17,141.08		
Life Insurance	\$198.48	\$1,003.76		
INPRS	\$2,883.53	\$14,311.53		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		

TOTAL RECEIPTS - ALL FUNDS.....			\$485,863.35	\$1,233,479.00
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Voucher List
Jasper County Public Library

Report Date: From 6/1/14 To 6/9/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33067	402	AARON'S LAWN CARE	6/9/14	Mowing & Edging 4/28-5/30/14	\$900.00
33068	403	ALLIED WASTE SERVICES #71	6/9/14	Wh: Trash Service- June 2014	\$57.38
33069	404	ANTHEM BLUE CROSS BLUE	6/9/14	Health Ins. Premiums- June 2014, 17 employees	\$11,084.26
33070	405	ANTHEM LIFE	6/9/14	Life Ins. Premiums-June 2014	\$98.28
33071	406	BAKER & TAYLOR	6/9/14	Books, Continuations, AV, Auto. Yours	\$21,856.71
33072	407	BAKER & TAYLOR ENTERTAIN	6/9/14	DVDs	\$367.26
33073	408	BANK OF NEW YORK MELLON	6/9/14	2004 Bond Payment TAS/IMMS# 310888; Loan Account# JASLIBGOB04	\$159,840.00
33074	409	BLUETARP FINANCIAL, INC	6/9/14	Faucet repair parts, painting supplies	\$77.55
33075	410	BRENDA THOMPSON	6/9/14	Mileage 5/7-5/15/14: Branch Counterparts meeting, Librarian's Council meeting, Management meeting	\$70.90
33076	411	BUYBUTTONPARTS.COM	6/9/14	Pinback buttons	\$24.70
33077	412	CDW GOVERNMENT	6/9/14	Apple 30-pin to USB cable, Apple 12W power adapter, Apple wireless keyboard, wireless mouse, Dymo labelwriter	\$229.62
33078	413	CEREBELLUM CORPORATION	6/9/14	DVDs	\$244.77
33079	414	CARD METER SYSTEMS, INC	6/9/14	Software Service and Support Renewal	\$1,238.83
33080	415	CULLIGAN WATER CONDITIO	6/9/14	Wh: Water Cooler Rental- June 2014	\$9.95
33081	416	D & S COMPUTER SERVICES	6/9/14	Hosting 2nd quarter 2014	\$120.00
33082	417	DAVIDSON TITLES INC.	6/9/14	Books	\$1,902.37
33083	418	DELTA DENTAL	6/9/14	Dental Ins. Premiums- June 2014, 17 employees	\$477.78
33084	419	ENA SERVICES LLC	6/9/14	Internet Service- May 2014	\$1,461.00
33085	420	FRIENDS OF THE SANDS	6/9/14	Book	\$10.00
33086	421	GALE/CENGAGE LEARNING	6/9/14	Opposing Viewpoints & Legal Forms databases renewal 5/27/14-5/26/15, books, continuations	\$4,206.87
33087	422	GLEN J. KELLEY	6/9/14	Patron refund	\$11.50
33088	423	GREY HOUSE PUBLISHING	6/9/14	Continuations	\$237.50
33089	424	HAMSTRA BUILDERS, INC.	6/9/14	Wh: changed filters, replaced bad blower motor, fixed noise on A/C	\$599.30
33090	425	HP PRODUCTS	6/9/14	Trash bags	\$123.94
33091	426	H. W. WILSON	6/9/14	Continuations	\$578.90
33092	427	INDIANA WILD	6/9/14	Summer Reading Program Presenter	\$550.00
33093	428	JEAN LAMBERT	6/9/14	Mileage 2/7-5/23/14: Recycling, AV Shopping & returns, purchase cleaning supplies	\$12.65
33094	429	KOLORTECH LIGHTING LLC	6/9/14	Lightbulbs	\$15.00
33095	430	LINDA POORTENGA	6/9/14	Mileage 5/7-5/15/14: Librarian's Council meeting, Branch Counterparts meeting, Management meeting, Webinar at Demotte	\$119.84
33096	431	MAGAZINE SUBSCRIPTION SE	6/9/14	Annual September-December Magazine Subscription Renewals	\$5,982.85
33097	432	MIDWEST COLLABORATIVE F	6/9/14	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/14-6/30/15, MCLS Annual Membership Fee (7/1/14-6/30/15)	\$3,490.60
33098	433	MIDWEST TAPE	6/9/14	Audiobook sleeves	\$425.99
33099	434	NITCO	6/9/14	DeM: Local Phone & Fax Service June 2014	\$169.74
33100	435	PATTY STRINGFELLOW	6/9/14	Mileage 5/7-6/3/14: Librarian's Council meeting, Interviews	\$92.96
33101	436	POST TRIBUNE	6/9/14	DeM: Newspaper Subscription 6/21/14-6/20/15 Acct# 1092138	\$195.00
33102	437	RACHAEL CAVINDER	6/9/14	Mileage 5/29/14: Scholastic Warehouse & supply shopping	\$95.20
33103	438	RACO INDUSTRIES	6/9/14	Honeywell USB Image cable, Linear Imager, Parallel Printer, Cipher Lab 1661	\$1,953.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33104	439	RAYANN GILMORE	6/9/14	DeM Petty Cash: postage	\$12.20
33105	440	RAYANN GILMORE	6/9/14	Mileage 4/17-6/3/14: Management meeting, D. Kooy Retirement Party, deposits, post office, interviews	\$90.33
33106	441	RELIABLE EXTERMINATORS, I	6/9/14	Rens: Interior & exterior treatment	\$152.00
33107	442	RENSSELAER ROTARY CLUB	6/9/14	March & April 2014 dues & meals	\$108.00
33108	443	ROEING CORP.	6/9/14	Tech Maintenance Support - 3rd Installment 2014	\$9,500.00
33109	444	Rory McMahan	6/9/14	Summer Reading Program Presenter	\$750.00
33110	445	ROSEN PUBLISHING	6/9/14	Books	\$244.35
33111	446	SCHOLASTIC INC.	6/9/14	Books	\$203.59
33112	447	SHEILA MAXWELL	6/9/14	Mileage 12/17/13-6/3/14: Branch Visits, Automation Counterparts meeting, Positivity Committee meeting, ILF Conference, Management meeting, interview; 3.5mm to RCA adapter, Automation Counterparts lunch	\$575.85
33113	448	SIMPLEXGRINNELL	6/9/14	Wh: Reprogram fire alarm dialer	\$338.00
33114	449	SUNRISE PACKAGING INC.	6/9/14	Audiobook cases	\$549.43
33115	450	SVT, LLC	6/9/14	Tea Program supplies	\$9.77
33116	451	THE LIBRARY CORPORATION	6/9/14	Reports Manager Renewal July 2014-June 2015	\$300.00
33117	452	TMC FURNITURE INC	6/9/14	Wh: Replacement children's chair	\$179.60
33118	453	TOWN OF DEMOTTE	6/9/14	DeM: Water & Sewer Service- May 2014	\$190.22
33119	454	TOWN OF WHEATFIELD	6/9/14	Wh: Sewer Service- June 2014	\$56.65
33120	455	TRUGREEN PROCESSING CE	6/9/14	Wh: Ornamental Bed Weed Control, Grub Control, Lawn Fertilization	\$456.40
33121	456	ULINE	6/9/14	DVD cases	\$96.95
33122	457	VISION SERVICE PLAN- (IN)	6/9/14	Vision Ins. Premiums- June 2014, 17 employees	\$209.85
33123	458	WAL-MART COMMUNITY/GEC	6/9/14	Tuesday Movie program supplies, Children's supplies, Summer Reading expenses, Tea Program supplies, D. Kooy Retirement Party expenses, DVD+R, Meeting Room supplies, wall clocks, cleaning supplies, adult supplies, wipes, DVDs, CDs, books	\$2,300.86
33124	459	WASTE MANAGEMENT	6/9/14	DeM: Trash Service- June 2014	\$81.40
33125	460	WAYFAIR SUPPLY	6/9/14	Corner desk, 12 chairs	\$2,080.70
33126	462	ACE HARDWARE	6/9/14	Toilet repair parts	\$15.78
33127	463	ALCO STORES, INC.	6/9/14	8th grade visit supplies, children's program supplies	\$21.97
0	464	ALLIANCE BANK	6/9/14	Direct Deposit Fees- May 2014	\$37.30
33128	465	BUSINESS CARD	6/9/14	Summer Reading prizes, children's supplies, Scholastic Book Fair expenses, books, Managing Emotions Under Pressure workshop registration, SurveyMonkey subscription, DVDs, Branch Counterparts meeting expenses, Next Issue subscription	\$956.44
33129	466	CENTURYLINK	6/9/14	Long Distance Phone Service- May 2014	\$7.02
33130	467	CENTURYLINK	6/9/14	Rens: Local Phone & Fax Service- June 2014	\$394.52
33131	468	KANKAKEE VALLEY PUBLISHI	6/9/14	Job posting ad, Additional Appropriation ad	\$189.45
33132	469	LARRY WIRTZ	6/9/14	Summer Reading Performer	\$825.00
33133	470	MOHLER ARCHITECTS, P.C.	6/9/14	Rens: Reroof project, change order #2	\$258.75
33134	471	NIPSCO	6/9/14	DeM & Wh: Gas & Electric Service	\$5,679.90
33135	472	OFFICE DEPOT	6/9/14	Envelopes, interoffice envelopes, soap dispensers, copy paper, scotch tape, construction paper, stapler, tape dispenser, cork bulletin boards	\$366.88
33136	473	PROQUEST LLC	6/9/14	Rensselaer Republican Microfilm 9/1-12/31/13	\$78.88
33137	474	QUILL CORPORATION	6/9/14	Construction paper, toner cartridges, scotch tape, packing tape, resin card table	\$517.60
0	475	SAGE PAYMENT SOLUTIONS	6/9/14	Merchant Processing Fees- May 2014 (automatic withdrawal on 6/2/14)	\$50.36
33138	476	THE LIBRARY CORPORATION	6/9/14	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2014- Aug. 2015	\$29,189.00
33139	477	UNIQUE MANAGEMENT SERVI	6/9/14	Collections: Initial/Secondary Placements- May 2014	\$71.60
33140	478	WHEATFIELD CHAMBER OF C	6/9/14	Wh: Chamber Membership Dues 2014-2015	\$100.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$276,178.80

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 09, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$276,178.80

Date this 9th day of June, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

July

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 14, 2014, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of June Board Meeting
Bills/Financial Reports
2014 Salary Ordinance Update (R 7)
Policy Review (R 10, R 12, R 14, R 40)
DeMotte Touch of Dutch Festival (R 40)

General Business

Board Member, Oath of Office - Mark Heinig (R 41)	Action
Rensselaer Library Re-Roof (R 42)	Action
2015 Budget (R30, R 41)	Action

Director's Report (R 40-R 43)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 9, 2014
Rensselaer Library

Present: Janelle Harper, Janet Umlauf, Jody Melton, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Melissa Widner

Absent Timothy Schultz, Deana George, Mark Heinig

Agenda & Consent Agenda Approval J. Melton made a motion to add the Salary Ordinance Update to the Consent Agenda, seconded by N. Waling. Motion passed. The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revisions, Salary Ordinance update, and request to send Sheila Maxwell to Internet Librarian conference were approved as presented on a motion by J. Melton, seconded by J. Harper. Motion passed.

Annual Report of Webmaster: Webmaster, Melissa Widner, presented her annual report to the Board. She reported that some changes have happened in the past year. The Homepage Committee was renamed the Web Presence Committee in consideration of the many places that the Library has a presence on the web such as Facebook and Pinterest. The Committee is currently working on a visual redesign of the website. One of the things that Melissa was able to work on while the Rensselaer Library was closed due to the flood was cataloging of the vertical files that have been digitized. She informed the Board that a volunteer had spent about 3 years scanning the library's vertical files so that we would have a digital copy. Now that the files have been scanned, they must be cataloged to make them searchable. Melissa showed the Board what these files will look like on the website and how easy it will be for people to search for what they are interested in.

Rensselaer Library Re-Roof Project Update: On May 20th the Jasper County Council approved our request for an additional appropriation in the amount of \$120,000. The Department of Local Government Finance approved our request on May 23rd. We now have the funds available to add insulated decking to the scope of the re-roof project. Architect, Harry Mohler, has drafted Change Order 2 and sent it to Hamstra Group for their signature. After receiving it back from Hamstra Group, our attorney will review it before P. Stringfellow signs for the Library. A pre-construction meeting will be held sometime during the week of June 23rd.

2015 Budget Committee: We will meet with our DLGF Field Rep on July 11 to review budget paperwork. We will need to meet with the Budget Committee July 10 to review budget recommendations. Committee members are: T. Schultz, chair; J. Umlauf; and J. Harper. The July 10 meeting will be held at 9am or 1pm, with 9am being preferred.

Director's Report: We have promoted Evie Bristol to the Wheatfield Librarian position. She is currently the Youth Services Specialist at the DeMotte Library and has been with Jasper County Public Library for 8 years. Her scheduled start date is July 7.

The Spring Property Tax Distribution came in as expected.

At the Rensselaer Library, post flood construction is mostly complete. There are two outstanding carpet issues. The carpet in the public computer room is turning up at an edge. ServiceMaster advises replacing it with some of our overrun as it appears to be exhibiting dry rot. There is also

a color match problem with the new carpet in the staff workroom. An independent carpet inspector visited. In his opinion it is not a mill defect, but a visual problem. He advised that a hydro-steamer be used to improve the matter and remove the visual problem. Furniture ordering has started to replace what was lost in the flood. We are waiting on a quote for one of these orders, which will likely exceed \$15,000.

We have applied for a Federal Emergency Management Agency (FEMA) grant, seeking reimbursement for our \$1000 deductible. We expect to receive \$750 (75%) of our deductible. It will be some time before we learn whether or not our request has been approved.

Adjournment: With no further matters for discussion N. Waling moved to adjourn, seconded by J. Melton at 6:47 PM.



Janelle Harper, Secretary Pro-Tem



Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
June 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	113	1	1	115
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	29	8	0	37
Blu-Ray (DBR)	141	1	0	142
Books on CD (DBKCD)	168	7	0	175
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	366	28	2	396
Digital Audiobooks (DDA)	35	5	4	44
DVD (DDVD)	1865	15	1	1881
Equipment (DEQP)	85	0	0	85
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	36	0	0	36
Fiction (DFIC)	807	29	16	852
Fiction Fantasy (DFICF)	15	0	0	15
Fiction Mystery (DFICM)	66	18	2	86
Fiction New (DFICNEW)	435	8	14	457
Fiction Science Fiction (DFICSF)	19	1	0	20
Fiction Western (DFICW)	11	1	1	13
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	157	1	0	158
Hanging Bags (DHANG)	52	0	0	52
ILL (DILL)	42	3	0	45
Internet (DINTER)	1094	0	0	1094
Juv. Audio book (DJAUDB)	32	1	0	33
Juv. Biography (DJBIO)	83	1	0	84
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	1	0	35
Juvenile Easy (DJE)	971	5	11	987
Juv. Easy Non-fiction (DJENF)	111	0	0	111
Juv. Easy Reader (DJER)	845	1	1	847
Juv. Fiction (DJFIC)	1061	11	13	1085
Juv. Holiday books (DJHOL)	14	0	0	14
Juv. Magazine (DJMAG)	111	0	0	111
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	550	11	6	567
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	141	0	1	142

Large Print Fiction (DLPF)	270	26	0	296
Large Print Nonfic (DLPNF)	18	0	0	18
Magazine (DMAG)	846	11	0	857
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	2	0	5
Nonfiction 100 (DNF100)	17	2	0	19
Nonfiction 200 (DNF200)	27	4	0	31
Nonfiction 300 (DNF300)	54	8	1	63
Nonfiction 400 (DNF400)	6	0	0	6
Nonfiction 500 (DNF500)	27	0	2	29
Nonfiction 600 (DNF600)	174	7	5	186
Nonfiction 700 (DNF700)	82	1	3	86
Nonfiction 800 (DNF800)	10	1	2	13
Nonfiction 900 (DNF900)	53	4	0	57
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	44	2	0	46
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	143	11	4	158
Nonfiction VHS (DNFVHS)	1	0	0	1
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	12	0	2	14
Software (DSWAR)	17	1	0	18
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	26	1	0	27
YA Audio book (DYAUDB)	14	2	0	16
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	296	15	6	317
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	30	1	2	33
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	1	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	41	0	44
Blu-Ray (RBR)	0	130	0	130
Books on CD (RBKCD)	6	141	1	148
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	236	10	249
Digital Audiobooks (RDA)	0	34	0	34
DVD (RDVD)	19	2868	17	2904
Equipment (REQP)	0	54	0	54
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	30	0	30
Fiction (RFIC)	25	617	22	664
Fiction New (RFICNEW)	14	342	2	358

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	16	229	0	245
Hanging Bag (RHANG)	0	16	0	16
ILL (RILL)	1	87	1	89
Internet (RINTER)	0	1650	0	1650
Juv. Audio book (RJAUDB)	0	18	0	18
Juv. Biography (RJBIO)	1	98	0	99
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	32	0	32
Juvenile Easy (RJE)	3	566	0	569
Juv. Easy Non-fiction (RJENF)	0	107	0	107
Juv. Easy Reader (RJER)	4	371	0	375
Juv. Fiction (RJFIC)	13	768	35	816
Juv. Magazine (RJMAG)	0	41	0	41
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	425	4	433
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	13	0	13
Juv. Toddler (RJTOD)	1	161	0	162
Large Print Fiction (RLPF)	32	254	1	287
Large Print Nonfic (RLPNF)	1	7	0	8
Magazine (RMAG)	5	405	0	410
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	12	0	12
Non-Fiction 100 (RNF100)	4	31	0	35
Non-Fiction 200 (RNF200)	4	39	0	43
Non-Fiction 300 (RNF300)	6	76	1	83
Non-Fiction 400 (RNF400)	4	12	1	17
Non-Fiction 500 (RNF500)	3	35	1	39
Non-Fiction 600 (RNF600)	12	194	8	214
Non-Fiction 700 (RNF700)	2	72	2	76
Non-Fiction 800 (RNF800)	0	6	0	6
Non-Fiction 900 (RNF900)	4	55	1	60
Nonfiction Blu-Ray (RNFBR)	0	5	0	5
Nonfiction DVD (RNFDVD)	0	156	0	156
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	189	7	205
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	9	0	9
Software (RSWAR)	0	44	0	44
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	4	16	1	21
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	18	266	10	294
YA Music CD (RYACD)	3	81	0	84
YA Nonfiction (RYANF)	0	16	1	17
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	6	15	21
Blu-Ray (WBR)	0	0	184	184
Books on CD (WBKCD)	19	32	93	144
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	13	15	206	234
Digital Audiobooks (WDA)	2	0	28	30
DVD (WDVD)	37	16	2023	2076
Equipment (WEQP)	0	0	35	35
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	25	25
Fiction (WFIC)	34	35	273	342
Fiction Fantasy (WFICF)	3	0	1	4
Fiction Mystery (WFICM)	12	3	53	68
Fiction New (WFICNEW)	24	13	257	294
Fiction Science Fiction (WFICSF)	2	1	3	6
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	34	34
Hanging Bags (WHANG)	0	0	21	21
ILL (WILL)	0	0	23	23
Internet (WINTER)	0	0	560	560
Juv. Audio book (WJAUDB)	4	0	3	7
Juv. Biography (WJBIO)	0	1	22	23
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	17	17
Juvenile Easy (WJE)	8	1	660	669
Juv. Easy Non-fiction (WJENF)	0	0	195	195
Juv. Easy Reader (WJER)	0	0	619	619
Juv. Fiction (WJFIC)	46	11	910	967
Juv. Magazine (WJMAG)	3	0	20	23
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	9	309	324
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	113	116
Large Print Fiction (WLPF)	28	14	108	150
Large Print Nonfic (WLPNF)	0	0	7	7
Magazine (WMAG)	5	0	290	295
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	4	3	8
Non-Fiction 200 (WNF200)	2	2	13	17
Non-Fiction 300 (WNF300)	0	2	22	24
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	1	14	15
Non-Fiction 600 (WNF600)	15	1	77	93
Non-Fiction 700 (WNF700)	2	2	13	17
Non-Fiction 800 (WNF800)	1	0	5	6
Non-Fiction 900 (WNF900)	3	1	11	15
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	6	2	49	57
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	2	6	58	66
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	2	14	16
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	29	29
YA Audio book (WYAUDB)	1	0	3	4
YA Biography (WYAB)	0	1	4	5
YA Books on CD (WYABKCD)	1	2	6	9
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	12	326	351
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	18	20
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	12193	11511	8008	31712

CIRCULATION BY HOLDINGS CODE
June 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	113	1	1	115
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	55	15	102
Blu-Ray (BR)	142	136	185	463
Books on CD (BKCD)	193	180	94	467
Books on Tape (BKT)	0	0	1	1
Compact Disc (CD)	382	279	218	879
Digital Audiobooks (DA)	37	39	32	108
DVD (DVD)	1921	2899	2041	6861
Equipment (EQP)	85	54	35	174
See librarian (ERR)	0	0	0	0

Express Book (EXP)	36	30	25	91
Fiction (FIC)	866	681	311	1858
Fiction Fantasy (FICF)	18	0	1	19
Fiction Mystery (FICM)	78	21	55	154
Fiction New (FICNEW)	473	363	273	1109
Fiction Science Fiction (FICSF)	21	2	3	26
Fiction Western (FICW)	11	1	6	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	173	230	34	437
Hanging Bags (HANG)	52	16	21	89
ILL (ILL)	43	90	24	157
Internet (INTR)	1094	1650	560	3304
Juv. Audio book (JAUDB)	36	19	3	58
Juv. Biography (JBIO)	84	100	22	206
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	33	17	84
Juvenile Easy (JE)	982	572	671	2225
Juv. Easy Non-Fiction (JENF)	111	107	195	413
Juv. Easy Reader (JER)	849	372	620	1841
Juv. Fiction (JFIC)	1120	790	958	2868
Juv. Holiday (JHOL)	14	0	0	14
Juv. Magazine (JMAG)	114	41	20	175
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	560	445	319	1324
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	3	13	0	16
Juv. Toddler (JTOD)	145	161	114	420
Large Print Fiction (LPF)	330	294	109	733
Large Print Nonfic (LPNF)	19	7	7	33
Magazine (MAG)	856	416	290	1562
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	14	0	17
Non-Fiction 100 (NF100)	22	37	3	62
Non-Fiction 200 (NF200)	33	45	13	91
Non-Fiction 300 (NF300)	60	86	24	170
Non-Fiction 400 (NF400)	10	12	1	23
Non-Fiction 500 (NF500)	30	36	17	83
Non-Fiction 600 (NF600)	201	202	90	493
Non-Fiction 700 (NF700)	86	75	18	179
Non-Fiction 800 (NF800)	11	7	7	25
Non-Fiction 900 (NF900)	60	60	12	132
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	50	160	49	259
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	154	206	69	429
Nonfiction VHS (NFVH)	1	0	0	1
Oversize (OVER)	2	1	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	50	105	36	191
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	9	3	24
Software (SWAR)	17	47	14	78
Vertical File (VF)	0	0	1	1
VHS	26	1	29	56
YA Audio book (YAUDB)	19	18	4	41
YA Biography (YAB)	2	3	4	9
YA Books on CD (YABKCD)	1	2	6	9
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	327	293	342	962
YA Music CD (YACD)	3	81	0	84
YA Nonfiction (YANF)	32	17	21	70
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	1	4
				0
Free reads	504	349	59	912
Games/Puzzles	5	0	0	5
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12752	11965	8103	32820

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2340	1741	843	4924
Nonfiction	828	1049	339	2216
CHILDREN'S BOOKS				
Fiction	3209	1896	2364	7469
Nonfiction	773	665	536	1974
YA BOOKS				
Fiction	500	523	376	1399
Nonfiction	34	20	25	79
Magazines, Adult	856	416	290	1562
Magazines, Children	114	41	20	175
Sound Recordings, adult	632	518	355	1505
Sound Recordings, ch	125	149	41	315
Online databases	0	0	0	0
Software	17	47	14	78
Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	2140	3196	2304	7640
Equipment	85	54	35	174
Total	11653	10315	7543	29511
A-V Circulation	2914	3910	2714	9538
A-V Circulation as % of total	25.0%	37.9%	36.0%	32.3%

June 2015

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,433	70,148	54,319
Circulation Increase/Decrease	-3.4%	-11.3%	-1.5%
XX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	31,354	29,511	-5.9%
Jan. to date circulation	163,260	136,899	-16.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
20,581	20,407	13,663	13,431	14,687	14,762 Fiction
20,064	20,136	20,641	20,598	10,227	10,242 Nonfiction
CHILDREN'S BKS					
14,313	14,337	12,797	12,805	11,336	11,352 Fiction
8,350	8,377	6,901	6,712	5,977	5,986 Nonfiction
YA BOOKS					
2,271	2,275	2,973	2,952	2,488	2,496 Fiction
597	603	759	759	133	133 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0 Games, Toys					
0	0	20	20	0	0 Sound Rec/Adult
3,641	3,562	4,102	4,108	4,072	4,004 Sound Rec/Child
756	755	600	603	839	842 Online Databases
18	18	29	29	7	7 Software
213	213	332	332	172	172 Vertical Files
0	0			4	4 VHS/DVD/Blu-ray
4,608	4,632	7,589	7,657	4,237	4,262 Equipment
118	118	142	142	57	57 TOTAL
75,530	75,433	70,548	70,148	54,236	54,319

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	184	40	208	45	283	61	675	146
LOCAL HISTORY								
In person	3	1	5	1	15	4	23	7
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1094	46	1650	69	560	23	3304	138
Internet use-Wireless	1405		2751		1388		5544	
Computer software used	141	12	163	14	56	5	360	30
VCR Use	0	0	0	0	0	0	0	0
Microforms	10	1	20	3	0	0	30	4
CD ROM/Online databases	185	15	332	28	169	14	686	57
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	8	3	1	0	9	3
OTHER LIBRARY SERVICES USED								
Outreach activities	61	61	13	9	0	0	74	49
Notarized documents	12	3	22	6	2	1	36	9
Meeting Room Use (no. of group)	30	10	45	15	30	10	105	35
Study room use	25	2	28	2	9	1	62	5
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							956	
IN-HOUSE USE ITEMS	199		548		155		902	
SELF-CHECKOUT USE	489		1076		591		2156	
INTERLIBRARY LOANS								
Requests made for:	61	15	115	29	13	3	189	47
Items rec'd for:	50	25	105	53	36	18	191	96
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8766	8877	5178	22821
Non-resident, paying	1	1	0	2
PLAC card users	0	2	1	3
Reciprocal borrowers	382	562	136	1080
Number of New Patrons Added	90	51	52	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	0	0	0	0	2	12
Children's Programs (0-13)	4	24	10	60	9	54	23	138
Number attending	323		779		382		1484	
YA Programs (14-17)	4	24	4	24	5	30	13	78
Number attending	102		156		94		352	
Adult Programs	3	18	4	24	3	18	10	60
Number attending	215		211		25		451	
Senior Citizen Programs	5	30	4	24	3	18	12	72
Number attending	111		30		23		164	
Total Number of Programs	18	108	22	132	20	120	60	360
Total Persons Attending	751		1176		524		2451	
Total Attending Same Month Last Yr.	677		673		664		2014	
Total Staff Hours Spent		340		412		260	1012	992
Total Number of In-House Program	17		20		20		57	
Total Attendance	715		819		524		2058	
Total Number of Outreach Program	1		2		0		3	
Total Attendance	36		357		0		393	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7683	66.2%	6562	64.3%	4315	57.5%	18560	63.3%
Corporate	1	0.0%	63	0.6%	0	0.0%	64	0.2%
Juvenile 0-11	190	1.6%	189	1.9%	373	5.0%	752	2.6%
Juvenile-AV	2361	20.3%	1786	17.5%	1702	22.7%	5849	19.9%
Nonresident No Fee	0	0.0%	0	0.0%	6	0.1%	6	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	235	2.0%	376	3.7%	99	1.3%	710	2.4%
Reciprocal Juvenile	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Juvenile AV	2	0.0%	0	0.0%	3	0.0%	5	0.0%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	19	0.2%	0	0.0%	19	0.1%
Staff	670	5.8%	728	7.1%	420	5.6%	1818	6.2%
Walking books	117	1.0%	102	1.0%	0	0.0%	219	0.7%
YA 12-17	54	0.5%	65	0.6%	79	1.1%	198	3.8%
YA-AV	295	2.5%	317	3.1%	510	6.8%	1122	3.8%
Total	11608		10210		7507		29325	
 All items borrowed by nonresidents	237	2.0%	398	3.9%	108	1.4%	743	2.5%

**Salary Ordinance 2014
Updated 7/14/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Alexander Steinberg	Page	\$7.25	7/16/14	10	D

We have hired Alexander Steinberg as a new DeMotte Page, replacing Taitum Caggiano who will be leaving for college in the fall.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 7/14/14.

Quell L. Harper
Mike H. H. H.

John M. H.
Natalie A. Ubling

Janet H. H.
Deanna K. George
Timothy M. Schick

FACSIMILE (FAX) MACHINE POLICY

Jasper County Public Library

The Fax machine will be used by staff when they need to send documents quickly. It will also be used when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport.

LIBRARY MATERIALS FAXED BETWEEN LIBRARIES FOR PATRONS

There will be no charge for the first five pages of library materials faxed for a patron. If more than five pages are needed, the charge is 15 cents per page for the additional pages.

PATRON REQUESTS TO USE FAX SERVICE:

Library materials faxed to patrons' homes or businesses

JCPL patrons in good standing will be charged 15 cents per page to receive library materials by FAX. No flat fee will be charged.

Non-library materials faxed at patron request

The Library does not fax non-library materials for patrons.

Staff and Board members will be charged 15 cents per page for personal use of the FAX machine.

10/94; reviewed 7/12; revised 7/14

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges allow reciprocal borrowers to borrow all materials which are available to residents of the JCPL service area. We will *intralibrary loan* (within the JCPL system) for reciprocal borrowers.

PC's: PC's providing public access to the Internet, research resources, spreadsheet and word processing software and to the library catalog will be available to reciprocal borrowers.

Interlibrary/intralibrary loan: We will *intralibrary loan* (within the JCPL system) for reciprocal borrowers. For *interlibrary* loans from other library systems, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 7/14

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to past employees who have worked for Jasper County Public Library for 15 or more years, effective January 1, 2014.

Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

Staff may borrow equipment that is circulated to patrons. A deposit and/or borrowing fee is not required.

FAX messages may be sent and received for 15 cents per page.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

These privileges are extended only to staff not to members of their families.

8/94; reviewed 9/13; revised 7/14

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the six Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the six Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan
 - 4.1 Employees will be paid no less than the minimum salary in their classification.
 - 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

An employee must work 8 months in the same position to qualify for the annual increase in January.

The employee will be eligible for $\frac{1}{2}$ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.4 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2013)

Classification	Minimum	Classification	Minimum
Clerk	\$9.67	Business Manager	\$15.98
Library Assistant I	\$10.27	Librarian 1	\$16.33
Library Assistant II	\$12.14	Librarian 2	\$16.97
Library Specialist I	\$12.47	Librarian 3	\$18.94
Library Specialist II	\$15.12	Systems Administrator	\$18.94
Library/HR Specialist III	\$15.39	Janitor / Courier	\$11.42
		Maintenance	\$12.94

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: Responsible for cleaning and light maintenance of library building.

Maintenance: Responsible for maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. Sick Pay

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the care of a parent or child not living in the household. The Library reserves the right to request verifying documentation.

2.6 Employees absent 5 or more consecutive days must have a doctor's release to return to work.

2.7 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

3.0 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is accrued from the first day of employment.

4.2.3 During the first partial year of employment, all vacation time is prorated.

4.2.4 Vacation time is credited after completion of the new employee's six-month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

4.2.7 Vacation time should be used in no less than ½ day increments. Exceptions may be granted *only* under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8 Vacation time is not cumulative from one year to the next.

4.2.9 Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

- 5.1 Staff members who qualify may have up to three (3) paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, or (step) parent, or the spouse of any of the above.
- 5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13. When attending all day meetings, one hour is unpaid lunch time, unless the meeting continues through the lunch hour.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

	2011 Disbursed	2012 Disbursed	2013 Budget	2013 Disbursed full year	2014 Budget	2014 Disbursed 6/30/2014	2015 Proposed Budget
1 PERSONAL SERVICES							
1.1 Salaries and wages							
1.11 Salary of librarian	\$57,818	\$59,919	\$61,818	\$61,742	\$63,045	\$31,757	\$65,582
1.12 Salary of Assistants	\$987,681	\$1,045,090	\$1,044,764	\$1,033,577	\$1,054,554	\$529,159	\$1,082,897
1.13 Wages of Janitor	\$66,585	\$51,791	\$67,047	\$60,532	\$67,178	\$25,114	\$68,692
1.2 Employee benefits							
1.21 Employer: FICA	\$82,294	\$87,425	\$89,783	\$85,351	\$90,635	\$43,365	\$93,114
1.22 Unemployment Comp	\$2,590	\$2,503	\$3,329	\$3,242	\$3,520	\$2,508	\$3,544
1.23 Employer: PERF	\$71,752	\$94,122	\$89,783	\$89,259	\$104,051	\$52,381	\$108,799
1.24 Employer: Group Insur.	\$79,878	\$97,359	\$112,764	\$107,504	\$179,134	\$53,030	\$132,389
1.3 Other personal services							
1.31 Other personal services	\$0	\$0	\$0	\$0			
Total Personal Services	\$1,348,597	\$1,438,209	\$1,469,288	\$1,441,207	\$1,562,117	\$737,316	\$1,555,017
2 SUPPLIES							
2.1 Office supplies							
2.11 Official records	\$492	\$271	\$600	\$150	\$600	\$306	\$600
2.12 Stationery/printing	\$0	\$216	\$450	\$6	\$450	\$0	\$550
2.13 Other office supplies	\$5,987	\$8,611	\$8,000	\$5,981	\$8,000	\$2,293	\$7,500
2.2 Operating supplies							
2.21 Cleaning/sanitation	\$5,331	\$6,527	\$6,500	\$4,853	\$6,500	\$2,272	\$6,000
2.22 Fuel/oil/lubricants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.23 Other operating supplies	\$5,742	\$6,254	\$8,000	\$6,162	\$8,000	\$2,865	\$7,000
2.3 Repair/maintenance supplies							
2.31 Building materials	\$3,616	\$510	\$2,500	\$4	\$1,000	\$0	\$1,000
2.32 Painting supplies	\$96	\$537	\$200	\$91	\$200	\$44	\$200
2.33 Repair parts	\$1,960	\$998	\$3,000	\$1,024	\$2,000	\$302	\$2,000
2.4 Other supplies							
2.41 Library supplies	\$10,139	\$13,124	\$14,790	\$10,779	\$14,950	\$5,941	\$14,900
2.42 Marketing supplies	\$170	\$20	\$50	\$0	\$50	\$0	\$50
Total Supplies	\$33,533	\$37,068	\$44,090	\$29,049	\$41,750	\$14,024	\$39,800

	2011 Disbursed	2012 Disbursed	2013 Budget	2013 Disbursed full year	2014 Budget	2014 Disbursed 6/30/2014	2015 Proposed Budget
3 OTHER SERVICES/CHARGES							
3.1 Professional services							
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.13 Legal services	\$408	\$3,164	\$5,000	\$3,881	\$5,000	\$1,067	\$5,000
3.14 Other profess. services	\$3,556	\$5,324	\$13,000	\$13,304	\$5,000	\$5,214	\$6,500
3.145 Databases/Licensing Serv	\$0	\$19,584	\$20,795	\$23,536	\$21,186	\$11,734	\$26,620
3.146 E-Books Services	\$0	\$7,000	\$12,300	\$9,690	\$12,300	\$3,000	\$18,700
3.2 Communication/Transportation							
3.21 Telephone	\$3,743	\$2,865	\$4,200	\$2,330	\$4,200	\$1,885	\$4,200
3.22 Postage	\$2,460	\$2,719	\$3,200	\$2,065	\$3,000	\$1,097	\$3,000
3.23 Traveling expenses	\$17,183	\$18,446	\$20,000	\$17,579	\$20,000	\$6,718	\$20,000
3.24 Professional mtgs	\$5,661	\$8,385	\$7,000	\$6,334	\$8,000	\$5,644	\$8,000
3.25 Freight/Express	\$1,725	\$1,617	\$1,500	\$2,033	\$1,800	\$601	\$2,000
3.26 Network expenses	\$943	\$3,057	\$59,540	\$6,034	\$58,440	\$0	\$64,860
3.3 Printing/Advertising							
3.31 Adv/Public. of notices	\$331	\$174	\$800	\$344	\$800	\$311	\$800
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.33 Marketing advertising	\$1,000	\$1,373	\$1,500	\$1,483	\$1,500	\$0	\$1,800
3.4 Insurance							
3.41 Official bonds	\$256	\$200	\$250	\$200	\$250	\$200	\$250
3.42 Other insurance	\$21,012	\$25,408	\$27,500	\$27,259	\$28,500	\$18,240	\$29,500
3.5 Utility services							
3.51 Gas	\$21,316	\$17,197	\$30,000	\$17,392	\$30,000	\$17,882	\$45,000
3.52 Electricity	\$75,335	\$81,553	\$85,000	\$80,712	\$85,000	\$39,611	\$100,000
3.53 Water	\$1,267	\$1,663	\$2,000	\$1,676	\$2,000	\$1,687	\$4,000
3.54 Waste disposal service	\$5,482	\$5,600	\$5,700	\$5,293	\$5,700	\$2,953	\$6,500
3.6 Repairs/maintenance							
3.61 Bldgs/Structures	\$76,763	\$46,221	\$58,920	\$80,665	\$58,000	\$21,177	\$55,920
3.62 Equipment	\$404	\$263	\$880	\$725	\$880	\$0	\$1,000
3.7 Rentals							
3.71 Real estate	\$0	\$0	\$0	\$0	\$0	\$0	\$0

		2011 Disbursed	2012 Disbursed	2013 Budget	2013 Disbursed full year	2014 Budget	2014 Disbursed 6/30/2014	2015 Proposed Budget
3.72	Equipment	\$697	\$580	\$650	\$614	\$650	\$201	\$300
3.91	Dues	\$2,291	\$2,444	\$2,800	\$513	\$2,800	\$2,484	\$1,875
3.92	Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.93	Taxes/Assessments	\$1	\$0	\$325	\$349	\$350	\$240	\$250
3.94	Transfer to LIRF	\$35,000	\$70,000	\$120,000	\$35,000	\$100,000	\$0	\$100,000
3.95	Book reimbursement	\$380	\$686	\$500	\$267	\$500	\$22	\$100
3.96	Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$120
3.97	Interview/moving expense							
3.98	Maintenance/service conl	\$79,916	\$95,983	\$106,745	\$97,970	\$105,348	\$66,944	\$112,057
	Total Other Services/Charge	\$357,129	\$421,506	\$590,225	\$437,247	\$561,324	\$208,909	\$618,352
4	CAPITAL OUTLAYS							
4.1	Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.2	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.3	Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.4	Furniture/equipment	\$7,717	\$32,707	\$39,255	\$43,665	\$39,734	\$2,471	\$51,648
4.5	Other capital outlays							
4.51	Books	\$141,679	\$137,682	\$150,000	\$139,978	\$150,000	\$60,264	\$160,300
4.52	Periodicals,newspapers	\$21,445	\$18,572	\$25,000	\$21,319	\$25,000	\$11,601	\$25,000
4.53	Nonprint materials	\$72,166	\$50,124	\$56,913	\$51,446	\$56,913	\$14,486	\$58,000
	Total Capital Outlays	\$243,007	\$239,086	\$271,168	\$256,407	\$271,647	\$88,822	\$294,948
	FUND TOTAL	\$1,982,268	\$2,135,869	\$2,374,771	\$2,163,910	\$2,436,838	\$1,049,070	\$2,508,117

Operating Fund Appropriations 2015 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2015.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2015 budget - 2.700%.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increase at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2015. This percentage is dictated to us.
- Unemployment rate estimated at 0.721%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures in October or November. We budgeted for two additional employees to be on insurance as a contingency, in case someone else decides to pick up this benefit.
- We have budgeted 4 additional library assistant for Carolynn DeVries at Wheatfield Library. Outgoing librarian, Diana, advised that the work load of the Youth Services department is driving this request. She works as Rachael's assistant with an emphasis on Teen Services. She is involved with other public service work as well.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products

2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries; etc.

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies

For improvements to our buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.21 Telephone

3.22 Postage

3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)—

Registration fees, hotel/meal expenses; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff.

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

We have seen an increase in this expense.

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures

	2013	2014	2015
Telephone System	\$250	\$250	\$250
Pest control-trees + exterminators	\$1,600	\$1,700	\$1,700
Boiler inspection	\$200	\$200	\$200
Elevator inspection (3% inc)	\$120	\$120	\$120
Fertilization, landscape grub control	\$2,300	\$1,800	\$1,800
Lawn/landscaping/mulch	\$12,500	\$11,000	\$11,000
snow removal	\$6,500	\$6,000	\$6,000
Building repairs-Precision, Ziese, etc.	\$30,000	\$30,000	\$30,000
Tree Trimming	\$1,000	\$1,000	\$1,000
IDEM drinking water fee	\$200	\$0	\$100
NORWEJ hookup fee	\$500	\$0	\$0
Parking Lot-replacement lights/stripping	\$3,500	\$3,500	\$3,500
Locksmith	250	\$250	\$250
TOTAL	\$58,920	\$55,820	\$55,920

3.62 Equipment Repairs

Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts

	2013	2014	2015
Chester A.R.C.	\$0	\$0	\$0
Chester A.R.C. Win agents	\$0	\$0	\$0
Roeing A.R.C. Win/xchange	\$0	\$0	\$0
Pro Account (Flickr)	\$25	\$25	\$25
Precision Controls	\$8,290	\$8,200	\$8,500
Simplex	\$0	\$2,300	\$2,300
Copiers (Heritage)	\$325	\$0	\$0
Copiers (Netwise)	\$2,800	\$2,800	\$2,800
Copiers (Cardinal)	\$1,600	\$1,800	\$1,800
Elevator	\$1,528	\$1,681	\$1,625
AVC (financial acctg)	\$1,380	\$1,520	\$1,520
Unique Management	\$3,650	\$3,000	\$2,000
Domain Registration	\$45	\$45	\$46
Info Express	\$550	\$625	\$300
TLC	\$38,158	\$38,423	\$38,847
Traffic Prioritization	\$0	\$0	\$0
Public WebBrowser	\$125	\$125	\$125
Softtrack metering software	\$914	\$959	\$959
HP Warranty-Intranet	\$0	\$0	\$0
HP Warranty-web	\$0	\$0	\$0
Astaro Firewall-3 yrs coverage	\$0	\$0	\$6700
Roeing	\$34,000	\$34,000	\$34,000
Engaged Patrons Events	\$229	\$229	\$229
HP Warranty-other servers	\$0	\$0	\$0
Hamstra (used to be Bloomfield)	\$1,208	\$1,208	\$1,208
W Irrigation Management-Orban	\$750	\$800	\$800
Meraki	\$2,700	\$0	\$700
Astaro Email Filtering	\$0	\$0	\$0
PC Cop Management	\$1,240	\$1,240	\$1,240
Contentdm	\$0	\$0	\$0
E Trust Anti Virus	\$0	\$0	\$0
Microfilm Maintenance	\$1,700	\$1,670	\$1,670
Email Archiving	\$1,357	\$1,357	\$1,357
Tech Logic Self-Check	\$1,200	\$1,200	\$1,200
Direct Deposit	\$460	\$460	\$460
PLINKET Web Hosting	\$0	\$0	\$0
D & S Web Hosting	\$480	\$480	\$480
CG Smart Shield	\$231	\$201	\$201
Debit/Credit Fees	\$0	\$1,000	\$965
NOD 32	\$1,800	\$0	\$0
TOTAL	106,745	\$105,348	\$112057

4.3 Improvements

4.4 Equipment \$51,648

- (A) \$1,200 (misc. needs)
- (W) \$1274 (additional shelving)
- (D) \$1850 (staff desks, vacuum, and tea/coffee pot)
- (R) \$1550 (staff chairs for circulation and reference desks)
- (S) \$44,524 (20 replacement pcs, laptop lab, LCD projector, and Meraki devices, misc. small devices, and contingency funds for things that die unexpectedly)
- (T) \$500 unexpected need
- JCPL Literacy Committee - \$750 (literacy related equipment/furniture)

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the LIRF (Library Improvement Reserve Fund).

Fund Name	Budget
Library Operating Fund	\$2,508,117
Library Improvement Reserve Fund	\$25,192
Bond & Interest Redemption Fund	\$327,008
Capital Projects Fund	\$0
Rainy Day Fund	\$0

Director's Report June 2014

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2014 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in July, the Fax Machine Policy and the Reciprocal Borrowing Policy. Minor revisions are recommended to both and they are simply meant to improve the presentation of the information, no change in practice. I am bringing two other policies to you for review because staff have requested revisions. Staff has requested that we revise the Staff Privilege Policy, adding two new privileges for staff. They wish to extend the privilege of no overdue fines to long serving employees, modeling after what we do for board members who have served. In addition they have asked that staff be allowed to borrow equipment that patrons are allowed to borrow without paying the fees/deposits required by patrons. Lastly our Business Manager and HR Specialist have requested a revision to the Personnel Policy addressing how vacation pay is handled for departing employees. The policy doesn't clearly state how the library handles this, and they feel it would be helpful to be clear for all staff and for them as they administer the policy. You will find the revision noted on page 115, section 4.2 Regulations. It is only 4 small words, so I didn't want you to miss it. Please see R 10, R 12, R 14, and R 16. **If you approve the Consent Agenda you approve revising the Fax Machine, Reciprocal, Staff Privilege, and Personnel Policies as presented.**

DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 9 in DeMotte at Spencer Park. A 5 K Run begins at 8am near the library and follows the same route as usual. A parade is scheduled in the morning. Managing Librarian, Brenda, recommends being closed on Festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even if the library is closed to the public. Janitor hours will be staggered that day to maintain restrooms that would be used by 5K runners and book sale attendees. This would be in keeping with what we have done in the past. Board approval is needed to close the DeMotte Library or modify hours on August 9. **If you approve the Consent Agenda you approve DeMotte Library being closed August 9 as presented.**

General Business:

Board Member, Oath of Office- Mark Heinig: Mark Heinig has been appointed to our Board by the Rensselaer Central School Board. Mark will take his oath of office at our July meeting.

Rensselaer Library Re-Roof: Work began Monday, July 7 and is expected to take at least one month due to the scope of the project. We have had our pre-construction meeting to discuss some of the details of the installation, share concerns, ask questions, and exchange phone numbers. Curt Albertson (Hamstra), Harry Mohler, Linda Poortenga, and I attended. Curt and Harry did discuss the timeline and agreed that Hamstra will likely not finish by August 1. You will remember that we did a change order extending the completion date to August 1. Harry has advised that it would be a good idea for the board to grant me permission to sign a change order extending the date to September 1 as it is unlikely to be completed by August 1. A change order has been prepared for signature.

2015 Budget: A budget overview has been provided in your packet. Please see R 30. The Budget Committee consisting of Tim Schultz (Chair), Janet Umlauf, and Janelle Harper met with the Director and Business Manager to review the 2015 Budget on July 10. Director and Business Manager met with our DLGF Field Rep on July 11 (this date and time are assigned to us). At our July meeting the Budget Committee will make their recommendations to the Board, and the board will need to approve to advertise the budget. The budget will also be sent to the County Council for a non-binding review as required.

Director's Report:

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them. It has been an exciting month!

We surveyed our community with our User/Non User Survey June 2-20. Nearly 300 people completed our survey. Data has been collated and will be reviewed by the Management Team at our July meeting. I will provide a report for the board at our August meeting. This information will be used to draft our new Long Range Plan that will be written this fall for 2015-2019.

Natalie Waling, Rayann, and I attended the Budget Workshop on June 25. Representatives from the State Library, Department of Local Government Finance and the State Board of Accounts presented information that we need to process our 2015 budget this summer.

On June 26 I attended the 2nd Indiana Standards Taskforce Meeting. We are reviewing and revising the Indiana Standards. When the work is done the revised standards will be presented to the Indiana Library & Historical Board as a recommendation. They are charged with adoption. Directors and Trustees serving on this committee were sought from libraries based upon both size and geographical distribution around the state.

Rayann and I also attended Gateway Training on June 27. Training included a review of the Gateway software and an overview of changes that have been made to the software in the past year. We found the training valuable and think that the upgrades they have made will make things a bit simpler for us.

Two CDs matured in June. We reinvested this money in two new CDs that will mature in one year. The rates are poor but better than our sweep account. Invested monies are from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

The contractors for the funeral home finally showed up to do the work for their retention pond, digging on library property in mid June. They dug for a few days and then disappeared. The work has not affected us other than vibrating the building but we do wonder when they will return to finish.

System Administrator News

Sheila viewed several webinars this month – Files and Connectivity in Windows 8, Managing Hardware and Advance Options in Windows 8, Working with Apps in Windows 8, Personalizing Windows 8, and Networking Fundamentals. She hosted an Automation Counterparts meeting on the 27th in Rensselaer. Some topics discussed – Tech Help Classes for patrons, Meraki devices, Live Chat with patrons, and color laser for patrons. Geocache update: 7 new finds for Rensselaer and one each for DeMotte and Wheatfield.

Technical Services News

Becky reports, "I met with management at Rensselaer about the delivery of our office furniture. As of today, there is no date yet for delivery. We will have to totally clear current workspaces in order for the assemblers to put the desks and other items together. We are caught up with the flood delayed orders, and now we just have to catalog and process it all!"

DeMotte Library News

Brenda reports, "Summer reading is in full swing. The building is buzzing with children, and parents. We have adults and children reading for prizes. The library is looking like a [science] lab. I love the fun we have with summer reading... The month has flown by for all of us. The hustle and bustle of the library is keeping everyone on their toes. The staff is having fun dressing up to support the children's people during program days. I am blessed to have such [a] great staff."

Rensselaer Library News

Youth Services Librarian, Jamie, reports, "We have already had great feedback this month from those participating in Summer Reading. Our numbers are great for program attendance. I even added in extra work in the folders - reading certain materials, drawing, etc. and have had a positive response to that as well. The kick-off for teens was a lot of fun. I had a balloon toss with balloons filled with paint and water, water guns filled with paint and water, eggs and colored ice balls. Needless to say I was blue with paint by the end! The kids had a BLAST! Dr. Haskell and Albert Einstein were great! The teens really enjoyed Dr. Haskell and what he had to say. Albert Einstein (a.k.a Rory McMahon) was absolutely amazing. I have never seen the kids so engaged in a program. They were begging him to choose them to assist in the few science experiments that he did. The parents have given me great feedback."

Wheatfield Library News

Rachael and the Wheatfield Staff have done a great job in the busy month of June in the absence of a Wheatfield Librarian. Rachel details some June activities, "We set up an "I Spy" activity for the kids registering for the Summer Reading program. We did some wall displays for story time painters, as well as the Summer Reading program....I held two volunteer training sessions, one for the middle schoolers who help with story time, and one for the high schoolers who help with the Summer Reading program, I held a Father's Day story time for Dads and their preschoolers. We have had successful Summer Reading programs, as well as Teen Reading programs, and successful story times." There have been some facility matters to manage – ac units not working properly, repairs to the irrigation system, and a copier repair to name a few. Wheatfield staff navigated all of those matters very well. Their new librarian starts July 7.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

JCPL FINANCIAL STATEMENT

June 30, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$230,754.01	\$1,055,796.75	\$377,282.68	\$1,173,143.44	\$658,292.32
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$10,367.43	\$1,718.36	\$5,906.28	\$664.84	\$8,589.26	\$13,050.41
DeMotte	\$2,634.29	\$290.52	\$1,572.41	\$424.84	\$3,317.79	\$4,379.67
Rensselaer	\$5,438.24	\$496.25	\$2,114.53	\$240.00	\$2,144.22	\$5,467.93
Wheatfield	\$2,294.90	\$931.59	\$2,219.34	\$0.00	\$3,127.25	\$3,202.81
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$26.32	\$178.34	\$309,869.13
Bond & Interest Redemption Fund	\$174,293.95	\$161,512.00	\$324,052.00	\$167,246.32	\$172,352.94	\$22,594.89
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$1,599.61	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$8,766.00	\$0.00	\$0.00	\$1,595.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$4,222.41	\$4,241.02	\$1,266,560.90
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$8,399.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$3.85	\$72.93	\$72.59
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$0.00	\$4,443.30	\$225,261.52	\$0.00	\$270,160.11	\$44,898.59
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,927.20	\$46,740.26	\$7,927.20	\$46,740.26	\$0.00
FICA Tax Collected	\$0.00	\$7,214.66	\$43,365.25	\$7,214.66	\$43,365.25	\$0.00
State Tax Collected	\$3,131.91	\$3,366.75	\$19,603.83	\$3,361.38	\$19,833.25	\$3,361.33
County Tax Collected	\$2,403.50	\$2,620.05	\$15,216.54	\$2,615.37	\$15,428.46	\$2,615.42
Deferred Comp.	\$0.00	\$1,890.00	\$19,322.40	\$1,890.00	\$19,322.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$3,547.98	\$20,701.17	\$3,559.60	\$20,700.68	(\$6.21)
Employee Life Insur.	(\$0.36)	\$198.48	\$1,201.88	\$198.48	\$1,202.24	\$0.00
Employee INPRS	\$0.00	\$2,823.87	\$17,135.38	\$2,823.87	\$17,135.40	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$429,477.66	\$1,833,328.23	\$589,035.59	\$1,822,514.59	\$2,640,538.15

Bank Balances**Jasper County Public Library****Report as of: 6/30/14**

Bank		
1	Alliance Bank	\$1,119,775.00
2	Demotte State Bank	\$10,778.99
4	PNC Bank	\$9,714.16
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
Total all banks =		\$2,640,538.15

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/14/14	400043559	Kentland Bank	12 mon	\$ 500,000.00	0.580%	CPF	8/14/13		
6/24/15	002-0668762355	Fifth Third Bank	12 mon	\$ 275,000.00	0.750%	Rainy Day	6/24/14		
6/24/15	002-0668762363	Fifth Third Bank	12 mon	\$ 725,000.00	0.750%	CPF	6/24/14		

CLOSED INVESTMENTS:

6/18/14	400043546	Kentland Bank	12 mon	\$ 725,000.00	0.580%	CPF	6/18/13	\$4,217.17	
6/18/14	400043547	Kentland Bank	12 mon	\$ 275,000.00	0.580%	Rainy Day	6/18/13	\$1,599.61	
8/10/13	400043306	Kentland Bank	12 mon	\$500,000.00	0.90%	CPF	8/10/12	\$4,520.25	

TOTAL INTEREST EARNED:	<u>\$10,337.03</u>
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/14 To 6/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$31,757.30	\$31,287.70	50.4
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$87,880.53	\$529,158.61	\$525,395.39	50.2
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,422.51	\$25,114.23	\$42,063.77	37.4
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,214.73	\$43,365.47	\$47,269.53	47.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$2,508.15	\$1,011.85	71.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,643.35	\$52,381.45	\$51,669.55	50.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$8,743.18	\$53,030.33	\$126,103.67	29.6
Subtotal	\$1,562,117.00		\$1,562,117.00	\$122,210.04	\$737,315.54	\$824,801.46	47.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$680.89	\$2,292.88	\$5,707.12	28.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$207.59	\$2,272.28	\$4,227.72	35.0
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$50.96	\$2,865.00	\$5,135.00	35.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$7.29	\$44.27	\$155.73	22.1
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$86.04	\$302.44	\$1,697.56	15.1
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$1,259.84	\$5,941.26	\$9,008.74	39.7
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$2,292.61	\$14,023.98	\$27,726.02	33.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,066.75	\$3,933.25	21.3
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$2,383.75	\$5,213.82	(\$213.82)	104.3
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$7,173.75	\$11,733.75	\$9,452.25	55.4
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$743.22	\$1,885.28	\$2,314.72	44.9
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$12.20	\$1,096.79	\$1,903.21	36.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,730.34	\$6,717.85	\$13,282.15	33.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$315.85	\$5,644.32	\$2,355.68	70.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$218.55	\$600.55	\$1,199.45	33.4
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$189.45	\$310.89	\$489.11	38.9
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$18,240.18	\$10,259.82	64.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,151.01	\$17,881.61	\$12,118.39	59.6
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$8,299.20	\$39,610.86	\$45,389.14	46.6
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$238.62	\$1,686.83	\$313.17	84.3
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$481.38	\$2,952.56	\$2,747.44	51.8
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$2,445.70	\$21,177.27	\$36,822.73	36.5
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$0.00	\$880.00	0.0
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$200.70	\$449.30	30.9
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$261.00	\$2,483.70	\$316.30	88.7
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$21.50	\$521.50	\$11.50	\$21.50	\$500.00	4.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$40,507.09	\$66,943.51	\$38,404.49	63.5
Subtotal	\$561,324.00	\$21.50	\$561,345.50	\$66,172.56	\$208,908.72	\$352,436.78	37.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$35.79	\$2,471.28	\$37,262.72	6.2
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$21,434.03	\$60,263.54	\$89,736.46	40.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$6,177.85	\$11,600.78	\$13,399.22	46.4
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$5,704.13	\$14,485.91	\$42,427.09	25.5
Subtotal	\$271,647.00		\$271,647.00	\$33,351.80	\$88,821.51	\$182,825.49	32.7
Grand Total	\$2,436,838.00	\$21.50	\$2,436,859.50	\$224,027.01	\$1,049,069.75	\$1,387,789.75	43.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for ##### RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/14 To 6/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$255,000.00	\$0.00	\$255,000.00	\$135,000.00	\$270,000.00	(\$15,000.00)	105.9
3.82 INTEREST-BONDS	\$62,780.00	\$0.00	\$62,780.00	\$24,840.00	\$52,380.00	\$10,400.00	83.4
Subtotal	\$318,410.00		\$318,410.00	\$159,840.00	\$322,380.00	(\$3,970.00)	101.2
Grand Total	\$318,410.00	\$0.00	\$318,410.00	\$159,840.00	\$322,380.00	(\$3,970.00)	101.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for **155 STATE TECHN.FUND GRANT**
Jasper County Public Library

Report Date: From **6/1/14** ***To*** **6/30/14**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$8,766.00	(\$8,766.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$8,766.00	(\$8,766.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$8,766.00	(\$8,766.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3F

Appropriation Report for **196 INSURANCE SETTLEMENT F**
Jasper County Public Library

Report Date: From **6/1/14** ***To*** **6/30/14**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$270.19	(\$270.19)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$4,372.99	\$4,783.98	(\$4,783.98)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$70.31	\$8,462.12	(\$8,462.12)	0.0
Subtotal	\$0.00		\$0.00	\$4,443.30	\$13,246.10	(\$13,246.10)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$4,443.30	\$225,261.52	(\$225,261.52)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
5/12/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on Lost Bk Pd 4/28/14& Found - A/P#321
6/9/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.50	Refund on Lost Bk Pd 5/10/14& Found - A/P#422
6/9/14	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$120,000.00	Additional Appropriation: add insulated decking to Rens. Re-roof project

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$21.50
130	\$120,000.00

Voucher List
Jasper County Public Library

Report Date: From 6/1/14 To 6/30/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33067	402	AARON'S LAWN CARE	6/9/14	Mowing & Edging 4/28-5/30/14	\$900.00
33068	403	ALLIED WASTE SERVICES #71	6/9/14	Wh: Trash Service- June 2014	\$57.38
33069	404	ANTHEM BLUE CROSS BLUE	6/9/14	Health Ins. Premiums- June 2014, 17 employees	\$11,084.26
33070	405	ANTHEM LIFE	6/9/14	Life Ins. Premiums-June 2014	\$98.28
33071	406	BAKER & TAYLOR	6/9/14	Books, Continuations, AV, Auto. Yours	\$21,856.71
33072	407	BAKER & TAYLOR ENTERTAIN	6/9/14	DVDs	\$367.26
33073	408	BANK OF NEW YORK MELLON	6/9/14	2004 Bond Payment TAS/IMMS# 310888; Loan Account# JASLIBGOB04	\$159,840.00
33074	409	BLUETARP FINANCIAL, INC	6/9/14	Faucet repair parts, painting supplies	\$77.55
33075	410	BRENDA THOMPSON	6/9/14	Mileage 5/7-5/15/14: Branch Counterparts meeting, Librarian's Council meeting, Management meeting	\$70.90
33076	411	BUYBUTTONPARTS.COM	6/9/14	Pinback buttons	\$24.70
33077	412	CDW GOVERNMENT	6/9/14	Apple 30-pin to USB cable, Apple 12W power adapter, Apple wireless keyboard, wireless mouse, Dymo labelwriter	\$229.62
33078	413	CEREBELLUM CORPORATION	6/9/14	DVDs	\$244.77
33079	414	CARD METER SYSTEMS, INC	6/9/14	Software Service and Support Renewal	\$1,238.83
33080	415	CULLIGAN WATER CONDITIO	6/9/14	Wh: Water Cooler Rental- June 2014	\$9.95
33081	416	D & S COMPUTER SERVICES	6/9/14	Hosting 2nd quarter 2014	\$120.00
33082	417	DAVIDSON TITLES INC.	6/9/14	Books	\$1,902.37
33083	418	DELTA DENTAL	6/9/14	Dental Ins. Premiums- June 2014, 17 employees	\$477.78
33084	419	ENA SERVICES LLC	6/9/14	Internet Service- May 2014	\$1,461.00
33085	420	FRIENDS OF THE SANDS	6/9/14	Book	\$10.00
33086	421	GALE/CENGAGE LEARNING	6/9/14	Opposing Viewpoints & Legal Forms databases renewal 5/27/14-5/26/15, books, continuations	\$4,206.87
33087	422	GLEN J. KELLEY	6/9/14	Patron refund	\$11.50
33088	423	GREY HOUSE PUBLISHING	6/9/14	Continuations	\$237.50
33089	424	HAMSTRA BUILDERS, INC.	6/9/14	Wh: changed filters, replaced bad blower motor, fixed noise on A/C	\$599.30
33090	425	HP PRODUCTS	6/9/14	Trash bags	\$123.94
33091	426	H. W. WILSON	6/9/14	Continuations	\$578.90
33092	427	INDIANA WILD	6/9/14	Summer Reading Program Presenter	\$550.00
33093	428	JEAN LAMBERT	6/9/14	Mileage 2/7-5/23/14: Recycling, AV Shopping & returns, purchase cleaning supplies	\$12.65
33094	429	KOLOORTECH LIGHTING LLC	6/9/14	Lightbulbs	\$15.00
33095	430	LINDA POORTENGA	6/9/14	Mileage 5/7-5/15/14: Librarian's Council meeting, Branch Counterparts meeting, Management meeting, Webinar at Demotte	\$119.84
33096	431	MAGAZINE SUBSCRIPTION SE	6/9/14	Annual September-December Magazine Subscription Renewals	\$5,982.85
33097	432	MIDWEST COLLABORATIVE F	6/9/14	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/14-6/30/15, MCLS Annual Membership Fee (7/1/14-6/30/15)	\$3,490.60
33098	433	MIDWEST TAPE	6/9/14	Audiobook sleeves	\$425.99
33099	434	NITCO	6/9/14	DeM: Local Phone & Fax Service June 2014	\$169.74
33100	435	PATTY STRINGFELLOW	6/9/14	Mileage 5/7-6/3/14: Librarian's Council meeting, Interviews	\$92.96
33101	436	POST TRIBUNE	6/9/14	DeM: Newspaper Subscription 6/21/14-6/20/15 Acct# 1092138	\$195.00
33102	437	RACHAEL CAVINDER	6/9/14	Mileage 5/29/14: Scholastic Warehouse & supply shopping	\$95.20
33103	438	RACO INDUSTRIES	6/9/14	Honeywell USB Image cable, Linear Imager, Parallel Printer, Cipher Lab 1661	\$1,953.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33104	439	RAYANN GILMORE	6/9/14	DeM Petty Cash: postage	\$12.20
33105	440	RAYANN GILMORE	6/9/14	Mileage 4/17-6/3/14: Management meeting, D. Kooy Retirement Party, deposits, post office, interviews	\$90.33
33106	441	RELIABLE EXTERMINATORS, I	6/9/14	Rens: Interior & exterior treatment	\$152.00
33107	442	RENSSELAER ROTARY CLUB	6/9/14	March & April 2014 dues & meals	\$108.00
33108	443	ROEING CORP.	6/9/14	Tech Maintenance Support - 3rd Installment 2014	\$9,500.00
33109	444	Rory McMahan	6/9/14	Summer Reading Program Presenter	\$750.00
33110	445	ROSEN PUBLISHING	6/9/14	Books	\$244.35
33111	446	SCHOLASTIC INC.	6/9/14	Books	\$203.59
33112	447	SHEILA MAXWELL	6/9/14	Mileage 12/17/13-6/3/14: Branch Visits, Automation Counterparts meeting, Positivity Committee meeting, ILF Conference, Management meeting, interview; 3.5mm to RCA adapter, Automation Counterparts lunch	\$575.85
33113	448	SIMPLEXGRINNELL	6/9/14	Wh: Reprogram fire alarm dialer	\$338.00
33114	449	SUNRISE PACKAGING INC.	6/9/14	Audiobook cases	\$549.43
33115	450	SVT, LLC	6/9/14	Tea Program supplies	\$9.77
33116	451	THE LIBRARY CORPORATION	6/9/14	Reports Manager Renewal July 2014-June 2015	\$300.00
33117	452	TMC FURNITURE INC	6/9/14	Wh: Replacement children's chair	\$179.60
33118	453	TOWN OF DEMOTTE	6/9/14	DeM: Water & Sewer Service- May 2014	\$190.22
33119	454	TOWN OF WHEATFIELD	6/9/14	Wh: Sewer Service- June 2014	\$56.65
33120	455	TRUGREEN PROCESSING CE	6/9/14	Wh: Ornamental Bed Weed Control, Grub Control, Lawn Fertilization	\$456.40
33121	456	ULINE	6/9/14	DVD cases	\$96.95
33122	457	VISION SERVICE PLAN- (IN)	6/9/14	Vision Ins. Premiums- June 2014, 17 employees	\$209.85
33123	458	WAL-MART COMMUNITY/GEC	6/9/14	Tuesday Movie program supplies, Children's supplies, Summer Reading expenses, Tea Program supplies, D. Kooy Retirement Party expenses, DVD+R, Meeting Room supplies, wall clocks, cleaning supplies, adult supplies, wipes, DVDs, CDs, books	\$2,300.86
33124	459	WASTE MANAGEMENT	6/9/14	DeM: Trash Service- June 2014	\$81.40
33125	460	WAYFAIR SUPPLY	6/9/14	Corner desk, 12 chairs	\$2,080.70
0	461	PAYROLL	6/10/14	PAYROLL	\$50,160.75
33126	462	ACE HARDWARE	6/9/14	Toilet repair parts	\$15.78
33127	463	ALCO STORES, INC.	6/9/14	8th grade visit supplies, children's program supplies	\$21.97
0	464	ALLIANCE BANK	6/9/14	Direct Deposit Fees- May 2014	\$37.30
33128	465	BUSINESS CARD	6/9/14	Summer Reading prizes, children's supplies, Scholastic Book Fair expenses, books, Managing Emotions Under Pressure workshop registration, SurveyMonkey subscription, DVDs, Branch Counterparts meeting expenses, Next Issue subscription	\$956.44
33129	466	CENTURYLINK	6/9/14	Long Distance Phone Service- May 2014	\$7.02
33130	467	CENTURYLINK	6/9/14	Rens: Local Phone & Fax Service- June 2014	\$394.52
33131	468	KANKAKEE VALLEY PUBLISHI	6/9/14	Job posting ad, Additional Appropriation ad	\$189.45
33132	469	LARRY WIRTZ	6/9/14	Summer Reading Performer	\$825.00
33133	470	MOHLER ARCHITECTS, P.C.	6/9/14	Rens: Reroof project, change order #2	\$258.75
33134	471	NIPSCO	6/9/14	DeM & Wh: Gas & Electric Service	\$5,679.90
33135	472	OFFICE DEPOT	6/9/14	Envelopes, interoffice envelopes, soap dispensers, copy paper, scotch tape, construction paper, stapler, tape dispenser, cork bulletin boards	\$366.88
33136	473	PROQUEST LLC	6/9/14	Rensselaer Republican Microfilm 9/1-12/31/13	\$78.88
33137	474	QUILL CORPORATION	6/9/14	Construction paper, toner cartridges, scotch tape, packing tape, resin card table	\$517.60
0	475	SAGE PAYMENT SOLUTIONS	6/9/14	Merchant Processing Fees- May 2014 (automatic withdrawal on 6/2/14)	\$50.36
33138	476	THE LIBRARY CORPORATION	6/9/14	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2014- Aug. 2015	\$29,189.00
33139	477	UNIQUE MANAGEMENT SERVI	6/9/14	Collections: Initial/Secondary Placements- May 2014	\$71.60
33140	478	WHEATFIELD CHAMBER OF C	6/9/14	Wh: Chamber Membership Dues 2014-2015	\$100.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	479	BILL HROMADA	6/10/14	Courier Mileage: 5/16/14-5/30/14 (Conf. # 127)	\$347.20
0	480	GREAT-WEST RETIREMENT S	6/10/14	Annuity Contributions withheld 6/10/14 Payroll (Conf. #128)	\$945.00
0	481	INDIANA DEPARTMENT OF RE	6/10/14	State & County Taxes withheld May Payrolls (Ref. #96114)	\$5,986.80
0	482	INPRS fbo PERF	6/10/14	INPRS Contributions 6/10/14 Payroll	\$5,889.14
0	483	IRS USA TAXPAYMENT	6/10/14	Federal Withholding, Medicare, & FICA withheld 6/10/14 Payroll (Acknowledgement# 23241456)	\$11,542.58
0	484	PAYROLL	6/25/14	PAYROLL	\$47,448.03
0	485	AFLAC	6/25/14	Supplemental Insurance - June 2014 (Conf. #130)	\$619.47
0	486	BILL HROMADA	6/25/14	Courier Mileage: 6/2/14-6/13/14 (Conf. # 131)	\$347.20
0	487	CENTURYLINK	6/25/14	WH: Local Phone Service June 2014 (Conf #133)	\$123.83
0	488	CENTURYLINK	6/25/14	WH: Fax Service June 2014 (Conf. # 132)	\$48.11
0	489	CITY OF RENSSELAER	6/25/14	RENS: Utilities 5/8/14 - 6/9/14 (Conf. #129)	\$4,104.66
0	490	GREAT-WEST RETIREMENT S	6/25/14	Annuity Contributions withheld 6/25/14 Payroll (Conf. #134)	\$945.00
0	491	INPRS fbo PERF	6/25/14	INPRS Contributions 6/25/14 Payroll	\$5,578.08
0	492	IRS USA TAXPAYMENT	6/25/14	Federal Withholding, Medicare, & FICA withheld 6/25/14 Payroll (Acknowledgement# 32543505)	\$10,814.01
33141	493	JASPER COUNTY PUBLIC LIB	6/24/14	To Purchase CD#002-0668762363 for 365 days.	\$725,000.00
33142	494	JASPER COUNTY PUBLIC LIB	6/24/14	To Purchase CD#002-0668762355 for 365 days	\$275,000.00
0	495	JASPER COUNTY PUBLIC LIB	6/24/14	CD# 400043546 Matured	\$725,000.00
0	496	JASPER COUNTY PUBLIC LIB	6/24/14	CD# 400043547 Matured	\$275,000.00
0	497	JASPER COUNTY PUBLIC LIB	6/30/14	Levy Excess Transfer per DLGF	\$8,399.00

Total Amount of Claims \$2,429,477.66

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, July 03, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$2,429,477.66

Date this 14th day of July, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,227.16	\$15,661.86
DeMotte	\$1,289.11	\$5,970.96		
Rensselaer	\$1,010.20	\$5,549.86		
Wheatfield	\$927.85	\$4,141.04		
PHOTOCOPIES:			\$787.60	\$4,206.77
DeMotte	\$261.85	\$1,730.75		
Rensselaer	\$333.45	\$1,312.69		
Wheatfield	\$192.30	\$1,163.33		
INTEREST (Checking, Repurchase, CDs):			\$69.32	\$359.03
TAXES:			\$373,143.83	\$1,115,651.05
Property Tax	\$237,653.33	\$605,035.30		
LOIT	\$17,903.58	\$107,421.48		
License Excise Tax	\$52,903.56	\$52,903.56		
Financial Institution Tax	\$1,345.99	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$6,215.90	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$283,058.16		
Local Option/Property Tax Repl.	\$9,945.11	\$59,670.66		
TAXABLE SALES:			\$4.77	\$264.53
REFUNDS:			\$50.00	\$37,000.20
Rebates/Refund	\$0.00	\$1,507.18		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$750.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$0.00	\$4,561.02		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS:			\$377,282.68	\$1,173,143.44
PLAC FUND:			\$0.00	\$50.00
GIFT FUNDS:			\$664.84	\$8,589.26
DeMotte	\$424.84	\$3,317.79		
Rensselaer	\$240.00	\$2,144.22		
Wheatfield	\$0.00	\$3,127.25		
LIB. IMPROV. RESERVE FUND:			\$26.32	\$178.34
Interest Earned	\$26.32	\$178.34		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$167,246.32	\$172,352.94
Property Tax	\$153,872.40	\$158,979.02		
License Excise Tax	\$11,710.79	\$11,710.79		
Financial Institution Tax	\$296.03	\$296.03		
CVET(Commercial Vehicle Excise)	\$1,367.10	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,599.61	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,599.61	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4,222.41	\$4,241.02
Interest Earned	\$4,222.41	\$4,241.02		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$8,399.00	\$8,399.00
SALES TAX:			\$3.85	\$72.93
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$270,160.11
SUB-TOTAL (page 1)			\$559,445.03	\$1,638,786.65

WITHHOLDING ACCOUNT FUNDS:

			\$29,590.56	\$183,727.94
FIT Tax Collected	\$7,927.20	\$46,740.26		
FICA Collected	\$7,214.66	\$43,365.25		
State Tax Collected	\$3,361.38	\$19,833.25		
County Tax Collected	\$2,615.37	\$15,428.46		
Deferred Comp Plan	\$1,890.00	\$19,322.40		
Pre-tax Insurance Plans	\$3,559.60	\$20,700.68		
Life Insurance	\$198.48	\$1,202.24		
INPRS	\$2,823.87	\$17,135.40		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$589,035.59	\$1,822,514.59

Voucher List
Jasper County Public Library

Report Date: From 7/1/14 To 7/14/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33143	498	AARON'S LAWN CARE	7/14/14	Mowing and edging	\$840.00
33144	499	ACE HARDWARE	7/14/14	Padlock, bolt eye, nuts	\$20.94
33145	500	ALCO STORES, INC.	7/14/14	First Friday Storytime supplies	\$19.10
33146	501	ALLIED WASTE SERVICES #71	7/14/14	Wh: Trash Service- July 2014	\$57.38
33147	502	ANTHEM BLUE CROSS BLUE	7/14/14	Health Ins. Premiums- July 2014, 16 employees	\$11,084.26
33148	503	ANTHEM LIFE	7/14/14	Life Ins. Premiums-July 2014	\$98.28
33149	504	AVC TECHNOLOGY CORPORA	7/14/14	2014 Annual Financial Computer Support	\$1,440.00
33150	505	BAKER & TAYLOR	7/14/14	Books, Continuations, AV, Auto. Yours	\$9,265.66
33151	506	BAKER & TAYLOR ENTERTAIN	7/14/14	DVDs	\$107.13
33152	507	BLUETARP FINANCIAL, INC	7/14/14	Tubing, masking tape, plastic tape, wire rope clips, 36in door sweep, nylon walboard anchor w/screws, faucet, screws, blue towel roll	\$133.88
33153	508	BUSINESS CARD	7/14/14	Summer Reading prizes, vacuum parts, display wall accessories, cricut machine, Budget workshop expenses, DLGF workshop expenses, staff anniversary gift card, Survey Monkey subscription, Next Issue subscription	\$1,896.11
33154	509	CARROT-TOP INDUSTRIES, IN	7/14/14	100ft flag pole rope	\$85.70
33155	510	CAVENDISH SQUARE PUBLIS	7/14/14	Books	\$20.95
33156	511	CDW GOVERNMENT	7/14/14	Belkin micro ac charger	\$29.31
33157	512	CEREBELLUM CORPORATION	7/14/14	DVDs	\$294.28
33158	513	COVENTRY HOUSE PUBLISHI	7/14/14	Books	\$18.90
33159	514	CRESTLINE SPECIALTIES, INC	7/14/14	Key lights	\$229.34
33160	515	CULLIGAN WATER CONDITIO	7/14/14	Wh: Water Cooler Rental-July 2014, 5-gallon drinking water- 10	\$79.45
33161	516	D & S COMPUTER SERVICES	7/14/14	Hosting 3rd quarter 2014	\$120.00
33162	517	DELL MARKETING L.P.	7/14/14	Color Printer	\$303.99
33163	518	DELTA DENTAL	7/14/14	Dental Ins. Premiums- July 2014, 16 employees	\$477.78
33164	519	DEMCO	7/14/14	Book pockets, disc repair machine, buffing pad, sanding pad, polishing compounds	\$409.27
33165	520	DONNA BARKO	7/14/14	Mileage 5/6-6/24/14: deposits, post office, drop off board packets	\$21.84
0	521	PAYROLL	7/10/14	PAYROLL	\$48,668.78
33166	522	ENA SERVICES LLC	7/14/14	Internet Service- June 2014	\$1,461.00
33167	523	EVELYN BRISTOL	7/14/14	Mileage 2/24-5/30/14: Positivity Committee meeting, Reality Store, User Survey meeting, Interview, Management meeting, Scholastic Warehouse sale	\$138.88
33168	524	FAEGRE BAKER DANIELS LLP	7/14/14	Legal Assistance on personnel matters	\$532.00
33169	525	FLEX-PAC INC	7/14/14	Paper towel rolls, toilet paper, m-folds, hand soap	\$466.77
33170	526	GALE/CENGAGE LEARNING	7/14/14	Books, Continuations	\$363.97
33171	527	GAYLORD BROS.	7/14/14	Foil back labels, graphic novel labels	\$277.70
33172	528	GOODWIN FIRE EQUIPMENT, I	7/14/14	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$936.15
33173	529	HERITAGE OFFICE PRODUCT	7/14/14	Wh: Copier service	\$105.00
33174	530	HP PRODUCTS	7/14/14	Trash bags, carpet shampoo, glass cleaner, toilet bowl cleaner	\$308.69
33175	531	INDIANA STATE LIBRARY	7/14/14	Info Express Delivery Services, 2 days/week	\$300.00
33176	532	INFOGROUP	7/14/14	Continuations	\$620.00
33177	533	JAMIE JONES	7/14/14	Summer Reading Supplies	\$16.42
33178	534	JANWAY COMPANY USA, INC.	7/14/14	Key Ring Purses	\$503.65
33179	535	KIM DELGER	7/14/14	Book Discussion Dinner expenses	\$75.00
33180	536	KIRBY RISK CORPORATION	7/14/14	T&B CKMU, 3 1/4 DP	\$89.63

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33181	537	BRIAN ORBAN	7/14/14	Wh: Spring sprinkler system setup, repair one sprinkler head	\$445.00
33182	538	LINDA POORTENGA	7/14/14	Mileage 5/24-6/20/14: deposit, interviews, supply shopping, Chamber meeting, B2B meeting	\$73.58
33183	539	MELISSA J. WIDNER	7/14/14	Mozzarella Cheese Program supplies	\$11.83
33184	540	MYSTIC DRUMZ	7/14/14	Summer Reading Performer	\$400.00
33185	541	NIPSCO	7/14/14	Wh: Gas & Electric Service 6/2-7/1/14	\$2,118.75
33186	542	NITCO	7/14/14	DeM: Local Phone & Fax Service July 2014	\$163.54
33187	543	OFFICE DEPOT	7/14/14	Copy paper, filament tape	\$385.88
33188	544	PATTY STRINGFELLOW	7/14/14	Mileage 6/25-6/26/14: Budget Workshop, IN Standards Taskforce meeting	\$138.32
33189	545	PENWORTHY COMPANY	7/14/14	Books	\$2,390.01
33190	546	PRECISION CONTROL SYSTE	7/14/14	DeM: replaced left bank/east condensor fan motor; disabled alarm printing, changed schedule for AHV to start at 6am, adjusted VAV 6, 15, 16, & 20 setups; air handler not running in normal drive operation, fuse for drive bad, removed power to drive, left in bypass operation; Rens: Conference room hot, chiller in alarm, increased airflow to conference room	\$1,603.28
33191	547	QUILL CORPORATION	7/14/14	Stamp pads, binder clips, colored copy paper, washable markers, toner cartridges, counterfeit detector pens, gel wrist rest	\$166.27
33192	548	RECORDED BOOKS, INC	7/14/14	Audiobooks	\$667.60
33193	549	RENSSELAER CHAMBER OF C	7/14/14	Luncheon Meetings: Feb, April, June 2014	\$30.00
33194	550	RMC IMAGING, INC	7/14/14	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/28/14-7/27/15	\$1,657.50
33195	551	ROEING CORP.	7/14/14	Computers (flood replacements), Vmware vSphere v.5.0 essentials kit	\$5,024.99
0	552	SAGE PAYMENT SOLUTIONS	7/14/14	Merchant Processing Fees- June 2014, PCI compliance annual fee (automatic withdrawal on 7/2/14)	\$284.40
33196	553	STANDARD & POOR'S CORP.	7/14/14	Continuations	\$243.75
33197	554	STERLING COMPUTERS	7/14/14	Computers (flood replacements)	\$26,236.97
33198	555	SVT, LLC	7/14/14	Management meeting expenses, Summer Reading program supplies	\$49.55
33199	556	TRUGREEN PROCESSING CE	7/14/14	DeM: Tree & Shrub service, apple scab treatment; Rens: Tree & Shrub service	\$249.20
33200	557	VISION SERVICE PLAN- (IN)	7/14/14	Vision Ins. Premiums- July 2014, 16 employees	\$209.85
33201	558	WAL-MART COMMUNITY/GEC	7/14/14	Summer Reading prizes, children's supplies, wall clock, floor protectors, staff anniversary gift card, survey expenses, batteries, cd player, DVDs, CDs	\$810.27
33202	559	WASTE MANAGEMENT	7/14/14	DeM: Trash Service- July 2014	\$81.40
33203	560	YVONNE DEL VECCHIO	7/14/14	Mileage 5/1-6/26/14: deliver newsletters, Walking Books delivery, book club, recycling	\$50.12
33204	561	ZIESE PLUMBING, HEATING, &	7/14/14	Rens: Turn on outside water hydrants on east and west sides, reinstall exterior hydrant vacuum breakers	\$230.00
0	562	BILL HROMADA	7/10/14	Courier Mileage: 6/16/14-6/30/14 (Conf. # 136)	\$381.92
0	563	GREAT-WEST RETIREMENT S	7/10/14	Annuity Contributions withheld 7/10/14 Payroll (Conf. #138)	\$945.00
0	564	INDIANA DEPARTMENT OF RE	7/10/14	State & County Taxes withheld June Payrolls (Ref. #90783)	\$5,976.75
0	565	INPRS fbo PERF	7/10/14	INPRS Contributions 7/10/14 Payroll	\$5,856.19
0	566	IRS USA TAXPAYMENT	7/10/14	Federal Withholding, Medicare, & FICA withheld 7/10/14 Payroll (Acknowledgement# 61467898)	\$11,650.10
0	567	TOWN OF DEMOTTE	7/10/14	DeM: Water & Sewer Service- June 2014 (Conf. #135)	\$167.64
0	568	TOWN OF WHEATFIELD	7/10/14	Wh: Sewer Service- July 2014 (Conf. #137)	\$56.65
0	569	ALLIANCE BANK	7/14/14	Direct Deposit Fees- June 2014; Annual Fee	\$77.20
33205	570	CENTURYLINK	7/14/14	Long Distance Phone Service- June 2014	\$1.94
33206	571	FINDAWAY WORLD, LLC	7/14/14	Playaway Views (flood replacement)	\$99.99
33207	572	INDIANA DEPT. OF WORKFOR	7/14/14	2nd Quarter 2014 Unemployment Compensation Pymt	\$761.06
33208	573	INDIANA STATE LIBRARY	7/14/14	PLAC Sales 2nd Qtr 2014 (#068255)	\$50.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33209	574	KONE, INC.	7/14/14	Dem: Quarterly Elevator Maintenance Agreement- 7/1-9/30/14	\$393.39
33210	575	KV POST NEWS	7/14/14	Rens: Newspaper subscription 7/29/14-7/28/15 Acct# 0046755	\$59.00
33211	576	THE LOCK DOCTOR	7/14/14	Wh: Retrofit front entrance panic exit device to keep it in the locked/unlocked position	\$155.00
33212	577	MOHLER ARCHITECTS, P.C.	7/14/14	Rens. Re-roof Project: pre-construction meeting & coordination, construction meeting & coordination	\$1,610.00
33213	578	NIPSCO	7/14/14	DeM: Gas & Electric Service 6/5-7/7/14	\$3,832.60
33214	579	OFFICE DEPOT	7/14/14	Double-stick tape, notebook paper, DVD folders, highlighters, binder clips	\$69.53
33215	580	PATTY STRINGFELLOW	7/14/14	NW Directors Meeting expenses	\$4.75
33216	581	PEGGY WOODS	7/14/14	Mileage 4/3-6/25/14: AV shopping, returns	\$11.31
33217	582	RAYANN GILMORE	7/14/14	DeM Petty Cash: postage, book	\$20.26
33218	583	TRUGREEN PROCESSING CE	7/14/14	Wh: Ornamental Bed Weed Control	\$210.70
33219	584	UNIQUE MANAGEMENT SERVI	7/14/14	Collections: Initial/Secondary Placements- June 2014	\$53.70
33220	585	USA TODAY	7/14/14	Rens: Newspaper subscription 8/8/14-8/7/15 Acct# 4243565	\$293.48
Total Amount of Claims					\$158,377.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 14, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$158,377.41

Date this 14th day of July, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From **8/1/14** To **8/11/14**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	597	PAYROLL	8/11/14	PAYROLL	\$97.68
33221	600	AARON'S LAWN CARE	8/11/14	Mowing, edging, and midseason clean up	\$1,100.00
33222	601	ALLIED WASTE SERVICES #71	8/11/14	Wh: Trash Service- August 2014	\$57.38
33223	602	A.M. Best Company, Inc.	8/11/14	Continuations	\$171.25
33224	603	ANTHEM BLUE CROSS BLUE	8/11/14	Health Ins. Premiums- August 2014, 15 employees	\$8,512.22
33225	604	ANTHEM LIFE	8/11/14	Life Ins. Premiums- August 2014	\$91.08
33226	605	BAKER & TAYLOR	8/11/14	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$13,529.67
33227	606	BAKER & TAYLOR ENTERTAIN	8/11/14	DVDs	\$130.11
33228	607	BANK OF NEW YORK MELLON	8/11/14	Administrative Fee for 2004 Bond- July 1, 2013- June 30, 2014	\$787.50
33229	608	CARDINAL OFFICE PRODUCT	8/11/14	DeM: Quarterly maintenance agreement on work room copier 4/21-7/21/14	\$461.78
33230	609	CULLIGAN WATER CONDITIO	8/11/14	Wh: Water Cooler Rental-August 2014, 5-gallon drinking water- 8	\$65.95
33231	610	DEBORAH KRISTOFF	8/11/14	Mileage 4/12-7/24/14: Earth Day, ASK Meeting, D. Kooy Retirement Party, deposits, pick up book kit	\$69.89
33232	611	DELTA DENTAL	8/11/14	Dental Ins. Premiums- August 2014, 15 employees	\$375.34
33233	612	DIANE OPOLSKI	8/11/14	Mileage 3/4-7/24/14: Web Presence Committee Meeting, Positivity Meeting, AV Shopping	\$72.24
33234	613	DREW JACKSON	8/11/14	Patron refund on item that was overpaid.	\$39.95
33235	614	EMILY DURAN	8/11/14	Mileage 7/18-7/24/14: Eat That Cookie speaker, AV Shopping	\$82.32
33236	615	ENA SERVICES LLC	8/11/14	Internet Service- July 2014	\$1,461.00
33237	616	FAEGRE BAKER DANIELS LLP	8/11/14	Legal Assistance on personnel matters	\$228.00
33238	617	FLEX-PAC INC	8/11/14	Paper towel rolls, m-folds	\$142.56
33239	618	GALE/CENGAGE LEARNING	8/11/14	Books	\$334.63
33240	619	HAMSTRA BUILDERS, INC.	8/11/14	Wh: Replaced 2 7.5 capacitors, found & replaced 2 blown breakers; Rens: Roof progress	\$50,523.26
33241	620	INDIANA LIBRARY FEDERATIO	8/11/14	2014 CYPD Conference registrations: R. Cavinder, K. Hausenfleck	\$540.00
33242	621	JAMIE JONES	8/11/14	Summer Reading program supplies	\$8.55
33243	622	JANWAY COMPANY USA, INC.	8/11/14	Stylus Pens	\$343.50
33244	623	LAURIE STEELE	8/11/14	Online Database (Read the Books) 7/1/14-6/30/15	\$940.00
33245	624	THE LOCK DOCTOR	8/11/14	Wh: Retrofit dogging lock down assembly hardware to VonDuprin panic exit device	\$392.60
33246	625	NATIONAL BUSINESS FURNIT	8/11/14	Replacement furniture (FLOOD)	\$16,064.88
33247	626	NETWISE RESOURCES	8/11/14	Rens & Wh staff copiers quarterly service agreement	\$844.53
33248	627	PATTY EENIGENBURG	8/11/14	Mileage 8/1/14: Work clerk hours at Wheatfield Library	\$4.48
33249	628	PATTY STRINGFELLOW	8/11/14	Mileage 7/7-7/17/14: Meet with Wheatfield Librarian, check curb construction at DeMotte Library, NWIN Director's Meeting, check facility vandalism at DeMotte Library, Management Meeting	\$141.12
33250	629	QUILL CORPORATION	8/11/14	File folder labels, kleenex, fine point markers, color copy paper, erasers, envelopes, wite-out, ink cartridges	\$237.88
33251	630	RACHAEL CAVINDER	8/11/14	Mileage 7/15-7/17/14: Storytime at the Fair, Management Meeting	\$31.36
33252	631	RELIABLE EXTERMINATORS, I	8/11/14	DeM: Exterior treatment	\$200.00
33253	632	RENSSELAER ROTARY CLUB	8/11/14	May & June 2014 dues & meals	\$88.00
33254	633	ROEING CORP.	8/11/14	APC SurgeArrest Outlets (FLOOD), Tech Maintenance Support Agreement (FLOOD)	\$4,154.75
33255	634	SVT, LLC	8/11/14	J. Jones Going Away Party expenses	\$19.96
33256	635	THOMSON REUTERS - WEST	8/11/14	Continuations	\$223.00

F66

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33257	636	VISION SERVICE PLAN- (IN)	8/11/14	Vision Ins. Premiums- August 2014, 15 employees	\$171.91
33258	637	WAL-MART COMMUNITY/GEC	8/11/14	Summer Reading supplies, children's supplies, DVDs, CDs, cleaning supplies	\$578.09
33259	638	THE WASHINGTON TIMES	8/11/14	Rens: Newspaper subscription Acct# COUTJ208X	\$89.95
33260	639	WASTE MANAGEMENT	8/11/14	DeM: Trash Service- August 2014	\$81.40
Total Amount of Claims					\$103,489.77

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 06, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$103,489.77

Date this 11th day of August, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Aug

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 11, 2014, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 12)

General Business

General Milroy Collection	
Artifacts for Restoration (R 55)	Action
Resolution to Continue in the	
Public Library Internet Consortium (R 55)	Action
Rensselaer Library Re-Roof Project (R 56)	Update

Director's Report (R 55-R 58)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 14, 2014
Rensselaer Library

Present: Janelle Harper, Jody Melton, Mark Heinig, Janet Umlauf, Deana George, Natalie Waling, Timothy Schultz, Patricia Stringfellow, Rayann Gilmore

Absent:

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Fax Machine Policy revisions, Reciprocal Borrowing Policy revisions, Library Staff Privilege Policy revisions, Personnel Policy revisions, updates to the Salary Ordinance, and a request to close the DeMotte Library on Saturday, August 9 for the Touch of Dutch Festival were approved as presented on a motion by J. Melton, seconded by N. Waling. Motion passed.

Board Member, Oath of Office- Mark Heinig: M. Heinig took his oath of office. He has been appointed to our Board by the Rensselaer Central School Board.

Rensselaer Library Re-Roof: Work began Monday, July 7 and is expected to take at least one month to complete due to the scope of the project. We have had our pre-construction meeting to discuss some of the details of the installation, share concerns, ask questions, and exchange phone numbers. Curt Albertson from Hamstra and Harry Mohler discussed the timeline and agreed that Hamstra will likely not finish by August 1. Harry has advised that it would be a good idea for the board to do a change order extending the date to September 1. A change order has been prepared for signature. M. Heinig moved to extend the date to September 1 and give permission to P. Stringfellow to sign the change order, seconded by J. Melton. Motion passed.

2015 Budget: The Budget Committee consisting of T. Schultz (Chair), J. Umlauf, and J. Harper met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2015 Budget. The growth quotient for the 2015 Budget is 2.7%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on July 11. This meeting went well. The total of the combined budgets for Operating, BIRF, and LIRF is \$2,860,317. D. George moved to advertise the 2015 Budget as presented, seconded by N. Waling. Motion passed.

Director's Report: The User/Non User Survey was conducted June 2-20. Nearly 300 people completed our survey. Data has been collated and will be reviewed by the Management Team at our July meeting. A report will be provided to the Board in August.

Two CDs matured in June. We reinvested this money in two new CDs. These CDs will mature in one year. Invested monies are from our Capital Projects and Rainy Day Funds and are not monies that we anticipate needing access to within the next year.

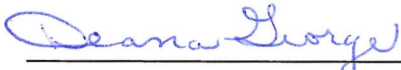
DeMotte Library experienced some vandalism over the weekend. A sewer grate was stolen from the parking lot. We assume it was stolen for scrap. Hamstra came out and placed boards over the hole and will install a new grate when it comes in.

Wheatfield Library received a phone call from a neighbor complaining that our wetlands are harboring mosquitoes.

The Library received several letters from the City of Rensselaer about TIF districts. The letters are notifying us that we will not be receiving tax revenue from these districts.

P. Stringfellow and R. Gilmore attended a Budget Workshop on June 25 at the State Library. Presentations were given by Representatives from the State Library, Department of Local Government Finance, and the State Board of Accounts. The SBoA mentioned that checks should always be signed by the Treasurer of the Library Board. It was asked if the Assistant Treasurer could sign in the absence of the Treasurer. It is the SBoA's view that every check should have the signature of the Treasurer of the Library Board on it. In situations where the Treasurer is unable to sign the checks, the Assistant Treasurer could sign the checks so long as the Treasurer's signature is also stamped on the checks. The Library will follow this advice and purchase a signature stamp with the Treasurer's signature.

Adjournment: With no further matters for discussion D. George moved to adjourn at 6:23 PM, seconded by J. Harper.


Deana George, Secretary


Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
July 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	64	0	0	64
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	1	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	19	2	3	24
Blu-Ray (DBR)	140	1	0	141
Books on CD (DBKCD)	174	3	5	182
Books on Tape (DBKT)	0	1	0	1
Compact Disc (DCD)	258	43	3	304
Digital Audiobooks (DDA)	12	3	0	15
DVD (DDVD)	1795	16	13	1824
Equipment (DEQP)	65	0	0	65
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	884	38	11	933
Fiction Fantasy (DFICF)	12	1	0	13
Fiction Mystery (DFICM)	90	10	2	102
Fiction New (DFICNEW)	424	28	14	466
Fiction Science Fiction (DFICSF)	14	0	7	21
Fiction Western (DFICW)	9	2	0	11
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	148	2	2	152
Hanging Bags (DHANG)	17	0	0	17
ILL (DILL)	44	1	0	45
Internet (DINTER)	998	0	0	998
Juv. Audio book (DJAUDB)	30	1	0	31
Juv. Biography (DJBIO)	44	2	0	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	29	0	1	30
Juvenile Easy (DJE)	783	10	1	794
Juv. Easy Non-fiction (DJENF)	105	0	0	105
Juv. Easy Reader (DJER)	662	2	0	664
Juv. Fiction (DJFIC)	790	11	28	829
Juv. Holiday books (DJHOL)	20	0	0	20
Juv. Magazine (DJMAG)	57	0	0	57
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	474	10	4	488
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	166	2	0	168

Large Print Fiction (DLPF)	308	20	1	329
Large Print Nonfic (DLPNF)	11	1	0	12
Magazine (DMAG)	713	11	7	731
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	21	2	0	23
Nonfiction 100 (DNF100)	25	1	0	26
Nonfiction 200 (DNF200)	20	1	0	21
Nonfiction 300 (DNF300)	42	1	2	45
Nonfiction 400 (DNF400)	15	2	0	17
Nonfiction 500 (DNF500)	31	1	2	34
Nonfiction 600 (DNF600)	160	11	8	179
Nonfiction 700 (DNF700)	77	0	1	78
Nonfiction 800 (DNF800)	17	1	3	21
Nonfiction 900 (DNF900)	51	1	2	54
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	53	1	0	54
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	124	7	6	137
Nonfiction VHS (DNFVHS)	0	0	1	1
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	1	0	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	6	0	0	6
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	13	1	0	14
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	23	0	0	23
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	231	9	18	258
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	1	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	59	1	62
Blu-Ray (RBR)	0	152	0	152
Books on CD (RBKCD)	6	134	0	140
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	10	531	0	541
Digital Audiobooks (RDA)	0	37	0	37
DVD (RDVD)	17	3065	13	3095
Equipment (REQP)	0	35	0	35
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	35	0	35
Fiction (RFIC)	24	695	20	739
Fiction New (RFICNEW)	18	367	7	392

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	205	0	208
Hanging Bag (RHANG)	0	15	0	15
ILL (RILL)	0	119	1	120
Internet (RINTER)	0	1964	0	1964
Juv. Audio book (RJAUDB)	0	20	0	20
Juv. Biography (RJBIO)	0	30	0	30
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	35	0	37
Juvenile Easy (RJE)	8	618	0	626
Juv. Easy Non-fiction (RJENF)	0	84	1	85
Juv. Easy Reader (RJER)	3	391	0	394
Juv. Fiction (RJFIC)	20	518	19	557
Juv. Magazine (RJMAG)	0	33	0	33
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	268	8	279
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	9	0	9
Juv. Toddler (RJTOD)	1	174	0	175
Large Print Fiction (RLPF)	24	291	2	317
Large Print Nonfic (RLPNF)	1	12	0	13
Magazine (RMAG)	4	378	0	382
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	14	0	14
Non-Fiction 100 (RNF100)	4	20	2	26
Non-Fiction 200 (RNF200)	1	31	2	34
Non-Fiction 300 (RNF300)	5	76	3	84
Non-Fiction 400 (RNF400)	0	18	0	18
Non-Fiction 500 (RNF500)	0	37	2	39
Non-Fiction 600 (RNF600)	15	221	7	243
Non-Fiction 700 (RNF700)	5	79	1	85
Non-Fiction 800 (RNF800)	0	11	0	11
Non-Fiction 900 (RNF900)	0	78	4	82
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	6	167	0	173
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	222	4	236
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	19	1	21
Software (RSWAR)	0	29	0	29
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	2	11	1	14
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	17	205	11	233
YA Music CD (RYACD)	0	131	0	131
YA Nonfiction (RYANF)	0	19	0	19
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	4	13	21
Blu-Ray (WBR)	0	2	172	174
Books on CD (WBKCD)	7	17	154	178
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	8	52	180	240
Digital Audiobooks (WDA)	2	0	24	26
DVD (WDVD)	19	27	1735	1781
Equipment (WEQP)	0	0	31	31
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	20	20
Fiction (WFIC)	33	35	261	329
Fiction Fantasy (WFICF)	2	1	7	10
Fiction Mystery (WFICM)	11	2	53	66
Fiction New (WFICNEW)	30	13	274	317
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	41	42
Hanging Bags (WHANG)	1	0	9	10
ILL (WILL)	0	0	27	27
Internet (WINTER)	0	0	509	509
Juv. Audio book (WJAUDB)	1	2	15	18
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	6	1	6	13
Juvenile Easy (WJE)	6	10	360	376
Juv. Easy Non-fiction (WJENF)	0	0	56	56
Juv. Easy Reader (WJER)	1	2	339	342
Juv. Fiction (WJFIC)	41	6	498	545
Juv. Magazine (WJMAG)	1	0	23	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	15	261	283
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	6	0	97	103
Large Print Fiction (WLPF)	40	7	94	141
Large Print Nonfic (WLPNF)	5	0	7	12
Magazine (WMAG)	3	1	317	321
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	1	1	5	7
Non-Fiction 200 (WNF200)	0	4	9	13
Non-Fiction 300 (WNF300)	0	3	40	43
Non-Fiction 400 (WNF400)	0	1	2	3

Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	4	3	107	114
Non-Fiction 700 (WNF700)	2	1	37	40
Non-Fiction 800 (WNF800)	0	1	1	2
Non-Fiction 900 (WNF900)	2	0	16	18
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	1	51	53
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	5	67	82
Nonfiction VHS (WNFVHS)	0	0	2	2
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	16	16
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	11	11
YA Audio book (WYAUDB)	1	0	2	3
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	1	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	30	19	254	303
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	2	14	17
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10853	12172	6510	29535

CIRCULATION BY HOLDINGS CODE
July 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	64	0	0	64
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	1	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	25	65	17	107
Blu-Ray (BR)	143	158	172	473
Books on CD (BKCD)	187	154	159	500
Books on Tape (BKT)	0	1	1	2
Compact Disc (CD)	276	626	183	1085
Digital Audiobooks (DA)	14	40	24	78
DVD (DVD)	1831	3108	1761	6700
Equipment (EQP)	65	35	31	131
See librarian (ERR)	0	0	0	0

Express Book (EXP)	42	35	20	97
Fiction (FIC)	941	768	292	2001
Fiction Fantasy (FICF)	14	2	7	23
Fiction Mystery (FICM)	101	12	55	168
Fiction New (FICNEW)	472	408	295	1175
Fiction Science Fiction (FICSF)	14	0	11	25
Fiction Western (FICW)	9	2	5	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	151	208	43	402
Hanging Bags (HANG)	18	15	9	42
ILL (ILL)	44	120	28	192
Internet (INTR)	998	1964	509	3471
Juv. Audio book (JAUDB)	31	23	15	69
Juv. Biography (JBIO)	44	32	10	86
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	37	36	7	80
Juvenile Easy (JE)	797	638	361	1796
Juv. Easy Non-Fiction (JENF)	105	84	57	246
Juv. Easy Reader (JER)	666	395	339	1400
Juv. Fiction (JFIC)	851	535	545	1931
Juv. Holiday (JHOL)	20	0	0	20
Juv. Magazine (JMAG)	58	33	23	114
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	484	293	273	1050
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	9	0	9
Juv. Toddler (JTOD)	173	176	97	446
Large Print Fiction (LPF)	372	318	97	787
Large Print Nonfic (LPNF)	17	13	7	37
Magazine (MAG)	720	390	324	1434
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	21	16	1	38
Non-Fiction 100 (NF100)	30	22	7	59
Non-Fiction 200 (NF200)	21	36	11	68
Non-Fiction 300 (NF300)	47	80	45	172
Non-Fiction 400 (NF400)	15	21	2	38
Non-Fiction 500 (NF500)	31	38	10	79
Non-Fiction 600 (NF600)	179	235	122	536
Non-Fiction 700 (NF700)	84	80	39	203
Non-Fiction 800 (NF800)	17	13	4	34
Non-Fiction 900 (NF900)	53	79	22	154
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	60	169	51	280
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	144	234	77	455
Nonfiction VHS (NFVH)	0	0	3	3
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	0	0	6

Reference (REF)	47	128	13	188
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	19	2	37
Software (SWAR)	13	30	16	59
Vertical File (VF)	1	0	3	4
VHS	23	0	11	34
YA Audio book (YAUDB)	8	11	3	22
YA Biography (YAB)	3	1	2	6
YA Books on CD (YABKCD)	0	1	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	278	233	283	794
YA Music CD (YACD)	0	131	0	131
YA Nonfiction (YANF)	12	21	14	47
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	0	7
				0
Free reads	807	294	82	1183
Games/Puzzles	23	19	0	42
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11729	12613	6605	30947

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2778	1840	864	5482
Nonfiction	791	1202	407	2400
CHILDREN'S BOOKS				
Fiction	2487	1744	1343	5574
Nonfiction	723	418	340	1481
YA BOOKS				
Fiction	429	441	326	1196
Nonfiction	15	22	16	53
Magazines, Adult	720	392	324	1436
Magazines, Children	58	33	23	114
Sound Recordings, adult	485	833	374	1692
Sound Recordings, ch	86	205	31	322
Online databases	0	0	0	0
Software	13	30	16	59
Vertical file	1	0	3	4
VHS/DVD/Blu-Ray	2057	3435	1998	7490
Equipment	65	35	31	131
Total	10708	10630	6096	27434
A-V Circulation	2641	4503	2419	9563
A-V Circulation as % of total	24.7%	42.4%	39.7%	34.9%

July 2014

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,671	70,370	54,679
Circulation Increase/Decrease	6.5%	-12.7%	-9.9%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	29,001	27,434	-5.4%
Jan. to date circulation	192,261	164,333	-14.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
20,407	20,307	13,431	13,519	14,762	14,879 Fiction
20,136	20,222	20,598	20,653	10,242	10,319 Nonfiction
				CHILDREN'S BKS	
14,337	14,358	12,805	12,799	11,352	11,385 Fiction
8,377	8,509	6,712	6,650	5,986	6,008 Nonfiction
				YA BOOKS	
2,275	2,281	2,952	2,946	2,496	2,506 Fiction
603	605	759	759	133	133 Nonfiction
				0 Magazines,Adult	
				0 Magazines, Child	
0	0	20	20	0	0 Games, Toys
3,562	3,598	4,108	4,130	4,004	4,057 Sound Rec/Adult
755	756	603	605	842	846 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	332	331	172	172 Software
0	0			4	4 Vertical Files
4,632	4,686	7,657	7,787	4,262	4,306 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,433	75,671	70,148	70,370	54,319	54,679 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	192	42	180	39	331	72	703	152
LOCAL HISTORY								
In person	4	1	8	2	0	0	12	3
Letters written	2	2	5	5	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	998	42	1964	82	509	21	3471	145
Internet use-Wireless	1888		2914		1028		5830	
Computer software used	184	15	180	15	77	6	441	37
VCR Use	0	0	0	0	0	0	0	0
Microforms	10	1	54	7	0	0	64	9
CD ROM/Online databases	208	17	268	22	141	12	617	51
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
Outreach activities	59	59	16	11	0	0	75	50
Notarized documents	12	3	28	7	2	1	42	11
Meeting Room Use (no. of group)	23	8	44	15	30	10	97	32
Study room use	21	2	55	5	21	2	97	8
Proctoring	1	1	1	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1015	
IN-HOUSE USE ITEMS	230		208		112		550	
SELF-CHECKOUT USE	378		700		0		1078	
INTERLIBRARY LOANS								
Requests made for:	63	16	140	35	21	5	224	56
Items rec'd for:	46	23	128	64	13	7	187	94
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8809	8924	5216	22949
Non-resident, paying	1	1	0	2
PLAC card users	0	3	1	4
Reciprocal borrowers	383	569	136	1088
Number of New Patrons Added	47	46	37	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	12	72	11	66	7	42	30	180
Number attending	436		424		175		1035	
YA Programs (14-17)	5	30	4	24	3	18	12	72
Number attending	91		119		63		273	
Adult Programs	1	6	4	24	3	18	8	48
Number attending	190		159		207		556	
Senior Citizen Programs	3	18	3	18	2	12	8	48
Number attending	87		23		113		223	
Total Number of Programs	22	132	24	144	15	90	61	366
Total Persons Attending	804		725		558		2087	
Total Attending Same Month Last Yr.	480		464		230		1174	
Total Staff Hours Spent		363		455		225	1043	1023
Total Number of In-House Program	19		22		15		56	
Total Attendance	726		712		558		1996	
Total Number of Outreach Program	3		2		0		5	
Total Attendance	78		13		0		91	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7449	69.7%	7157	68.0%	3709	61.0%	18315	67.1%
Corporate	0	0.0%	52	0.5%	0	0.0%	52	0.2%
Juvenile 0-11	171	1.6%	167	1.6%	151	2.5%	489	1.8%
Juvenile-AV	1740	16.3%	1463	13.9%	1166	19.2%	4369	16.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	228	2.1%	359	3.4%	166	2.7%	753	2.8%
Reciprocal Juvenile	3	0.0%	3	0.0%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	1	0.0%	6	0.1%	3	0.0%	10	0.0%
Reciprocal YA	2	0.0%	16	0.2%	2	0.0%	20	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	59	0.6%	0	0.0%	59	0.2%
Staff	646	6.0%	788	7.5%	515	8.5%	1949	7.1%
Walking books	136	1.3%	113	1.1%	0	0.0%	249	0.9%
YA 12-17	21	0.2%	62	0.6%	9	0.1%	92	3.4%
YA-AV	288	2.7%	276	2.6%	362	6.0%	926	3.4%
Total	10685		10521		6083		27289	
 All items borrowed by nonresidents	234	2.2%	443	4.2%	171	2.8%	848	3.1%

Food, Tobacco, Drug and Alcohol Policy

Food is prohibited in all public areas of the library, except for the meeting rooms and the coffee café area at the Wheatfield Library.

Non-alcoholic beverages carried in covered containers are allowed in public areas of the library. Use of alcoholic beverages is prohibited on all library property.

State Law prohibits smoking within eight (8) feet of the public entrance. The use of tobacco products inside the library is not permitted. (Smoking in any form, including e-smoking, is prohibited.)

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

8/94; revised 8/14

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audio books, computer software, non-fiction videos, and CDs will circulate for 6 weeks, with one renewal of three weeks when necessary. Entertainment video **due dates will align with delivery dates.**
~~s check out for one week, with renewals as needed.~~

Patrons are not charged overdue fines

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; revised 8/14

R14



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2014 Jasper County Public Library...

Summary

Design Survey

Collect Responses

Analyze Results

DESIGN SUMMARY

2014 Jasper County Public Library User Survey
 Created on 5/5/2014

✓ Questions: 20, Pages: 1

✓ Survey language: English

No theme added

✓ Logo added

No logic added

[Edit Design](#) [Preview Survey](#)

RESPONSE SUMMARY

294

Total Responses

CLOSED

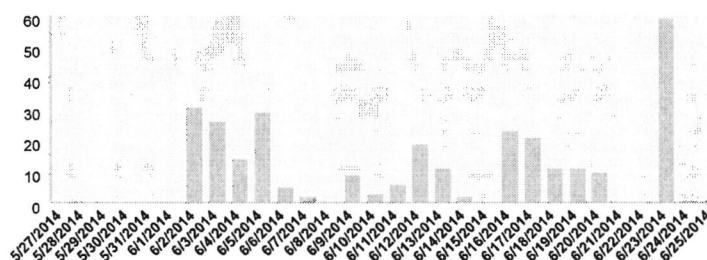
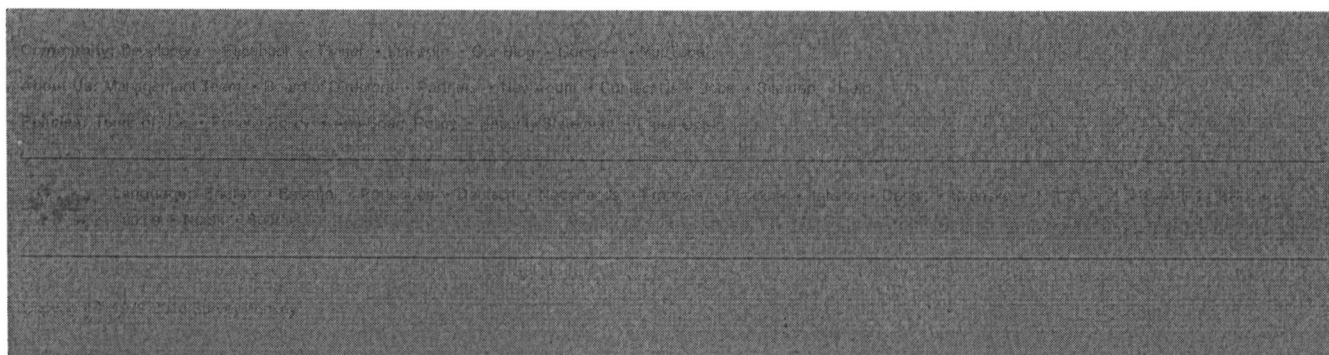
Overall Survey Status

Collectors

Web Link	Responses: 213	Since 5/22/2014	CLOSED
New Facebook Post	Responses: 79	Since 5/22/2014	CLOSED
Web Link - Manual Entry 1	Responses: 2	Since 6/24/2014	CLOSED

Responses Volume

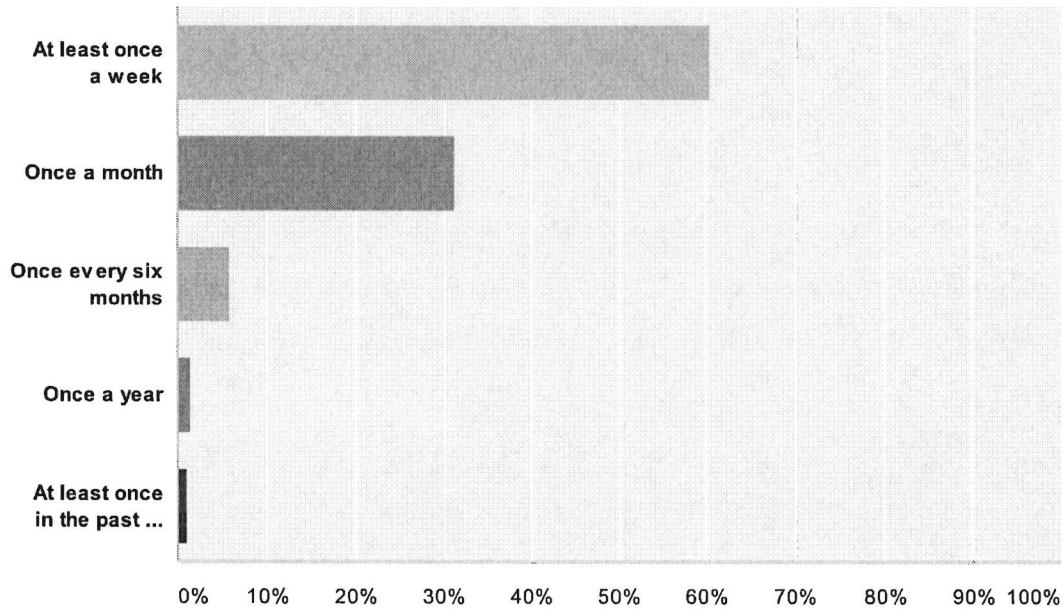
5/27/2014 - 6/25/2014


[Analyze Results](#)


2014 Jasper County Public Library User Survey

Q1 How often do you use the Jasper County Public Library?

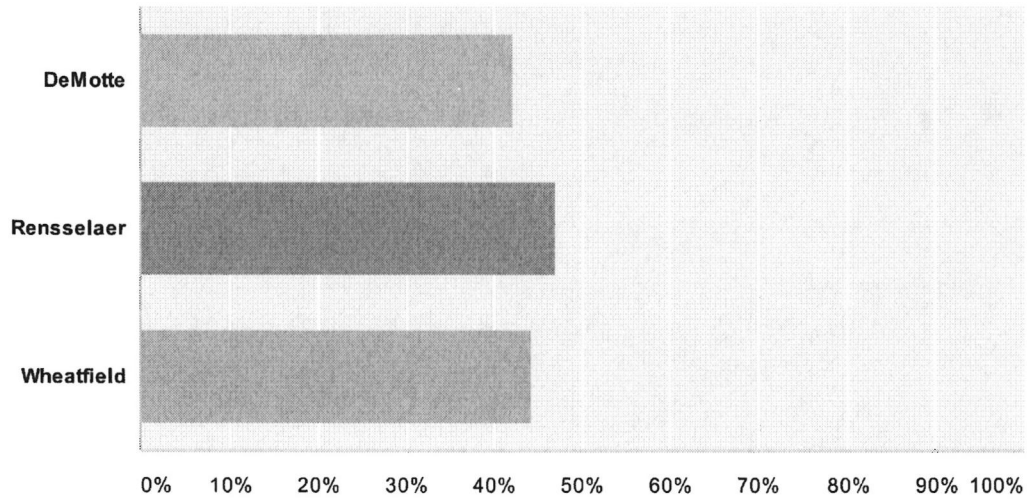
Answered: 293 Skipped: 1



Answer Choices	Responses	
At least once a week	60.41%	177
Once a month	31.40%	92
Once every six months	5.80%	17
Once a year	1.37%	4
At least once in the past 3 years	1.02%	3
Total		293

Q2 Which location(s) do you use? Select all that apply.

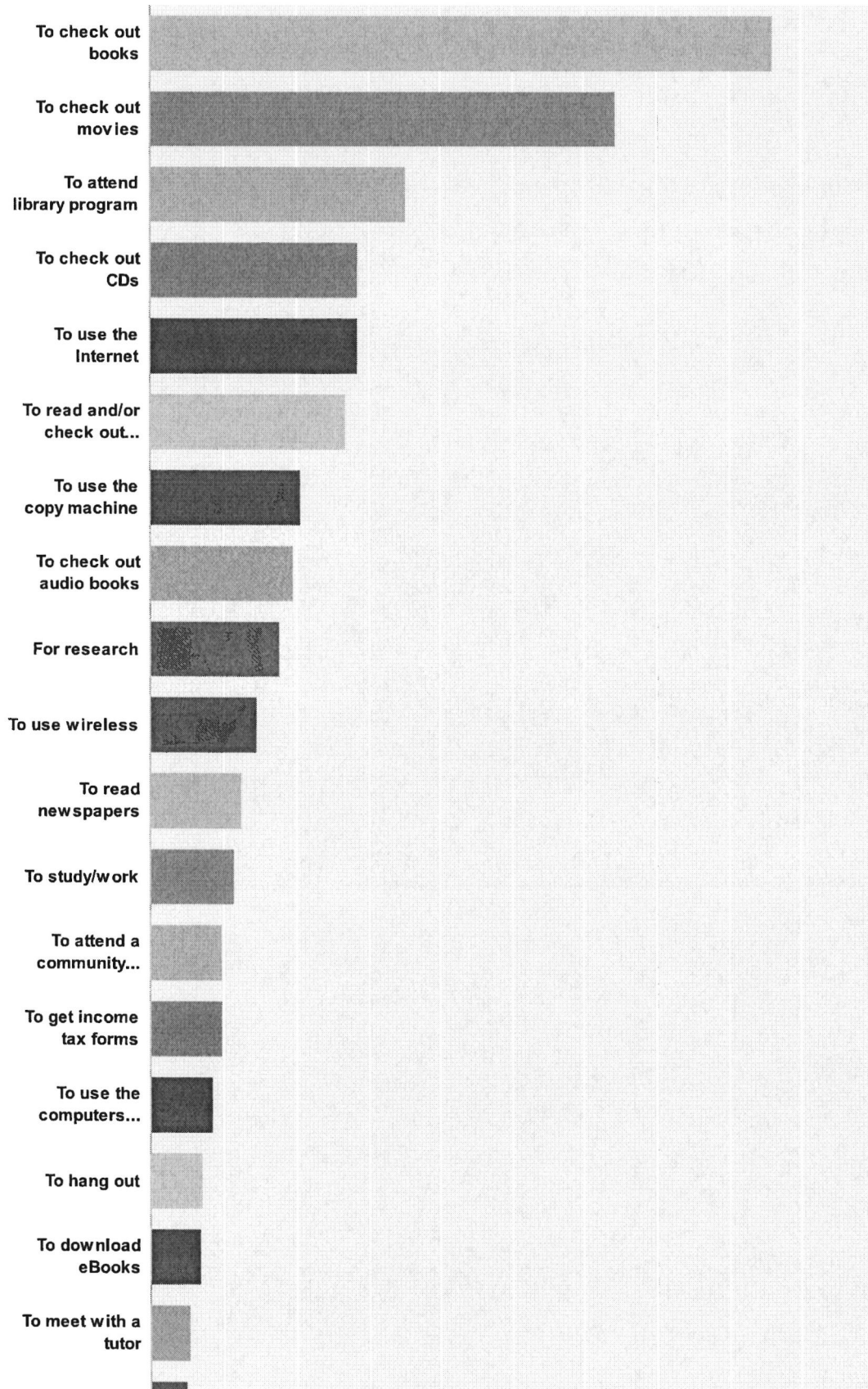
Answered: 292 Skipped: 2



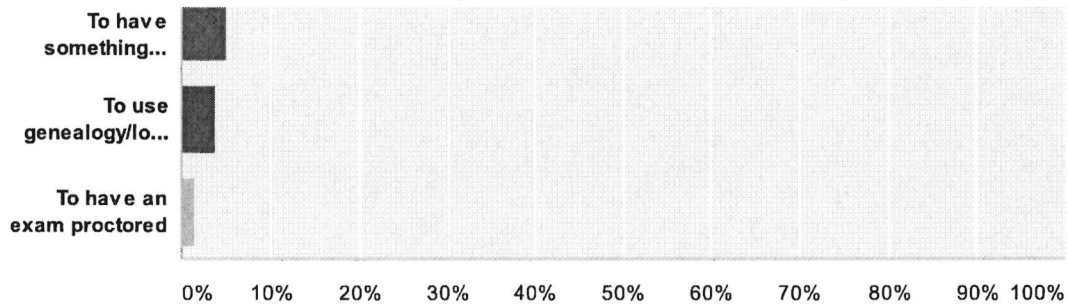
Answer Choices	Responses	
DeMotte	42.12%	123
Rensselaer	46.92%	137
Wheatfield	44.18%	129
Total Respondents: 292		

Q3 What are your main reasons for using the library? Select all that apply.

Answered: 294 Skipped: 0



2014 Jasper County Public Library User Survey

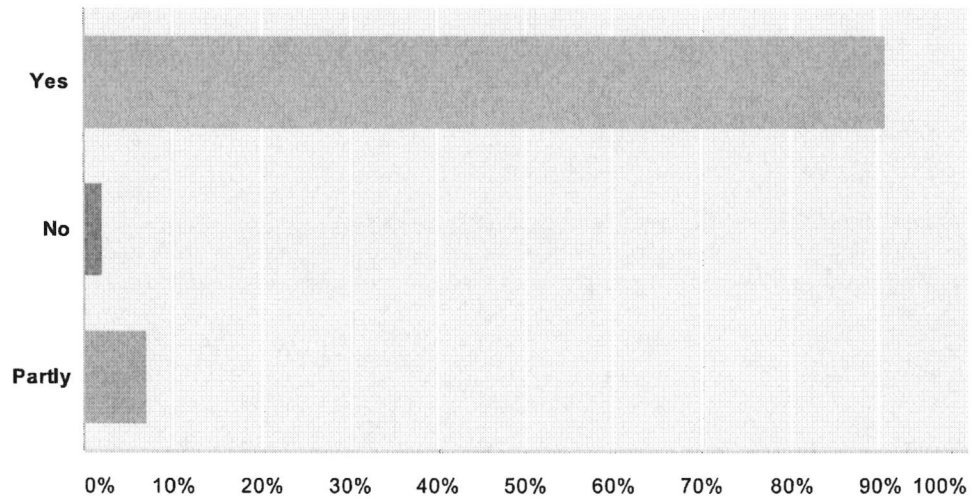


Answer Choices	Responses	
To check out books	86.05%	253
To check out movies	64.29%	189
To attend library program	35.37%	104
To check out CDs	28.57%	84
To use the Internet	28.57%	84
To read and/or check out magazines	26.87%	79
To use the copy machine	20.75%	61
To check out audio books	19.73%	58
For research	17.69%	52
To use wireless	14.63%	43
To read newspapers	12.59%	37
To study/work	11.56%	34
To attend a community program	9.86%	29
To get income tax forms	9.86%	29
To use the computers (non-Internet)	8.50%	25
To hang out	7.14%	21
To download eBooks	6.80%	20
To meet with a tutor	5.44%	16
To have something notarized	5.10%	15
To use genealogy/local history resources	3.74%	11
To have an exam proctored	1.36%	4
Total Respondents: 294		

2014 Jasper County Public Library User Survey

Q4 Did you find what you were looking for on your LAST visit?

Answered: 293 Skipped: 1

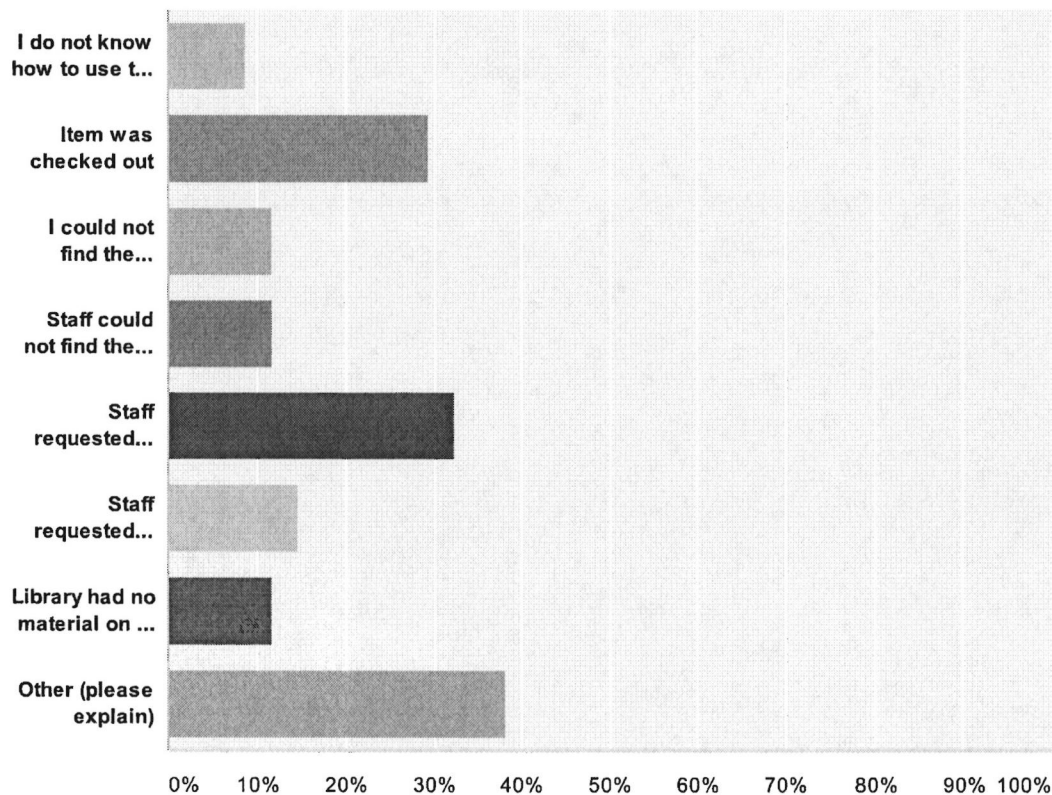


Answer Choices	Responses	
Yes	90.78%	266
No	2.05%	6
Partly	7.17%	21
Total		293

2014 Jasper County Public Library User Survey

Q5 If you selected No or Partly on Question #4, explain why you did not get what you were looking for at your last visit. Select all that apply.

Answered: 34 Skipped: 260



Answer Choices	Responses
I do not know how to use the computers	8.82% 3
Item was checked out	29.41% 10
I could not find the material	11.76% 4
Staff could not find the material	11.76% 4
Staff requested material from another library (ILL)	32.35% 11
Staff requested material from another JCPL Library	14.71% 5
Library had no material on the subject (in the next question, you have the opportunity to tell us what you could not find)	11.76% 4
Other (please explain)	38.24% 13
Total Respondents: 34	

#	Other (please explain)	Date
1	Movies ive bn wanting for a long time still amt Here	6/23/2014 4:13 PM
2	(No other information given)	6/23/2014 3:04 PM

2014 Jasper County Public Library User Survey

3	The material isn't in the system.	6/16/2014 9:01 PM
4	once	6/16/2014 10:52 AM
5	If possible more series collections. And sometimes DVD- messes up. Freezes or skips.	6/12/2014 5:01 PM
6	Staff helped w/ all these items & more!	6/9/2014 4:08 PM
7	Wifi down	6/5/2014 1:41 PM
8	seaworld	6/3/2014 2:17 PM
9	There are sooo many times that Demotte or Wheatfield has what you're looking for but not Rens!!!	6/2/2014 8:58 PM
10	Only one book by author and not the one I was looking for	6/2/2014 5:43 PM
11	DVD case on shelf but unable to find DVD	6/2/2014 11:49 AM
12	Book was simply not available at the library and I did not want to ILL it; though I love ILL.	6/2/2014 9:49 AM
13	looking for the house of hades by rick riordan on audiobook - rest of series is available as audio (including book after this one) - library had available as print book	6/2/2014 9:20 AM

2014 Jasper County Public Library User Survey

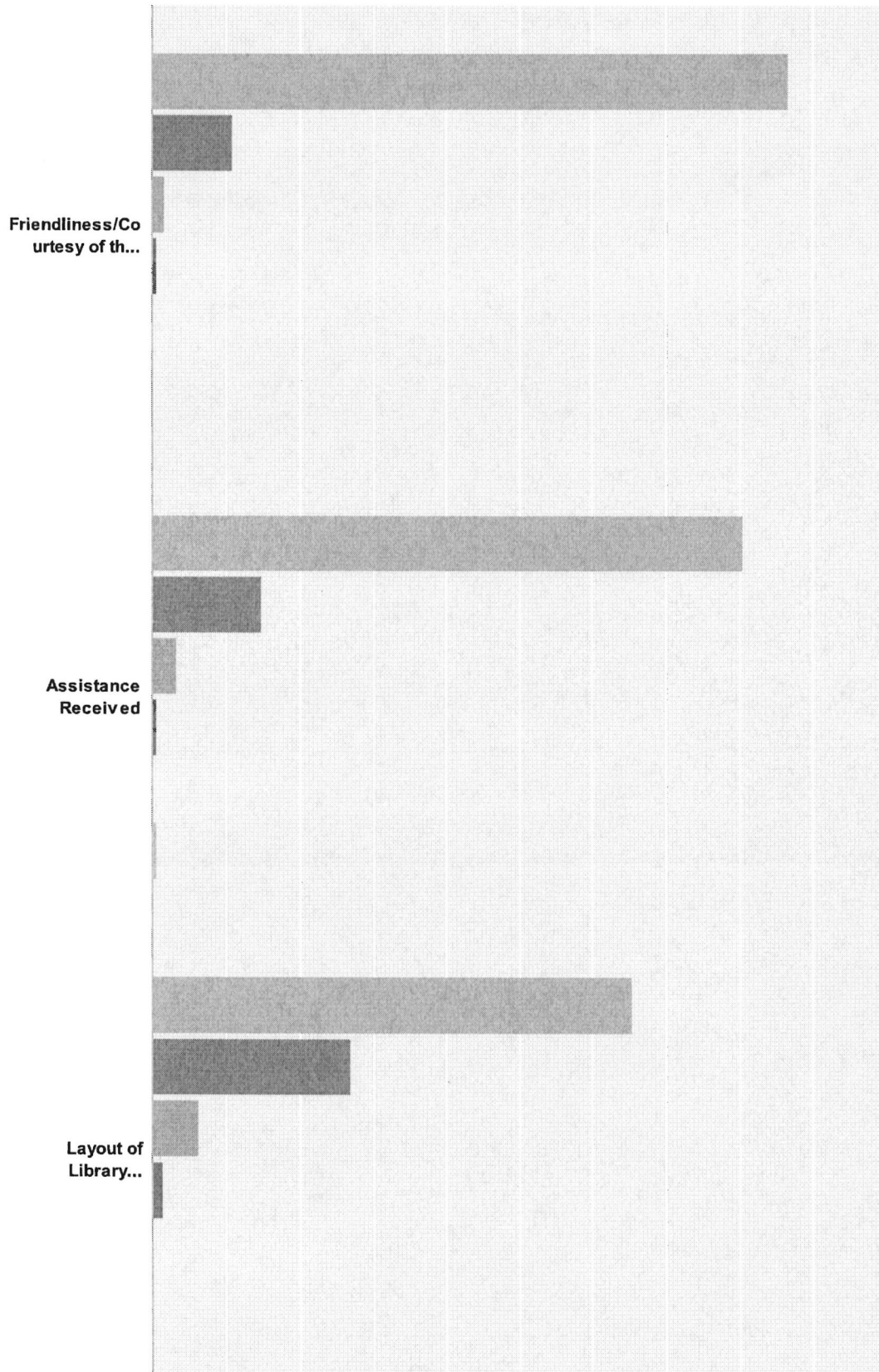
Q6 In Question #5, if you answered "Library had no material on the subject", tell us what you could not find.

Answered: 8 Skipped: 286

#	Responses	Date
1	Kingdom Hearts graphic novels.	6/23/2014 3:04 PM
2	Chicago fire tv series on DVD	6/16/2014 9:01 PM
3	Blue bloods series 3 / Person of Interest more series. Hawiaw Five- O Series.	6/12/2014 5:01 PM
4	I found everything allright	6/12/2014 4:06 PM
5	-NA-	6/9/2014 4:08 PM
6	Murdoch Mysteries TV series on DVD and a book called Turing's Cathedral	6/5/2014 7:59 PM
7	1. Scottish Terriers 2. Can't think of others right now!	6/2/2014 8:58 PM
8	Bad teacher	6/2/2014 11:49 AM

Q7 How do you rate the following service aspects of the Jasper County Public Library?

Answered: 294 Skipped: 0



2014 Jasper County Public Library User Survey

Availability
of Library...

Variety of
Library...

Overall
Physical...

2014 Jasper County Public Library User Survey

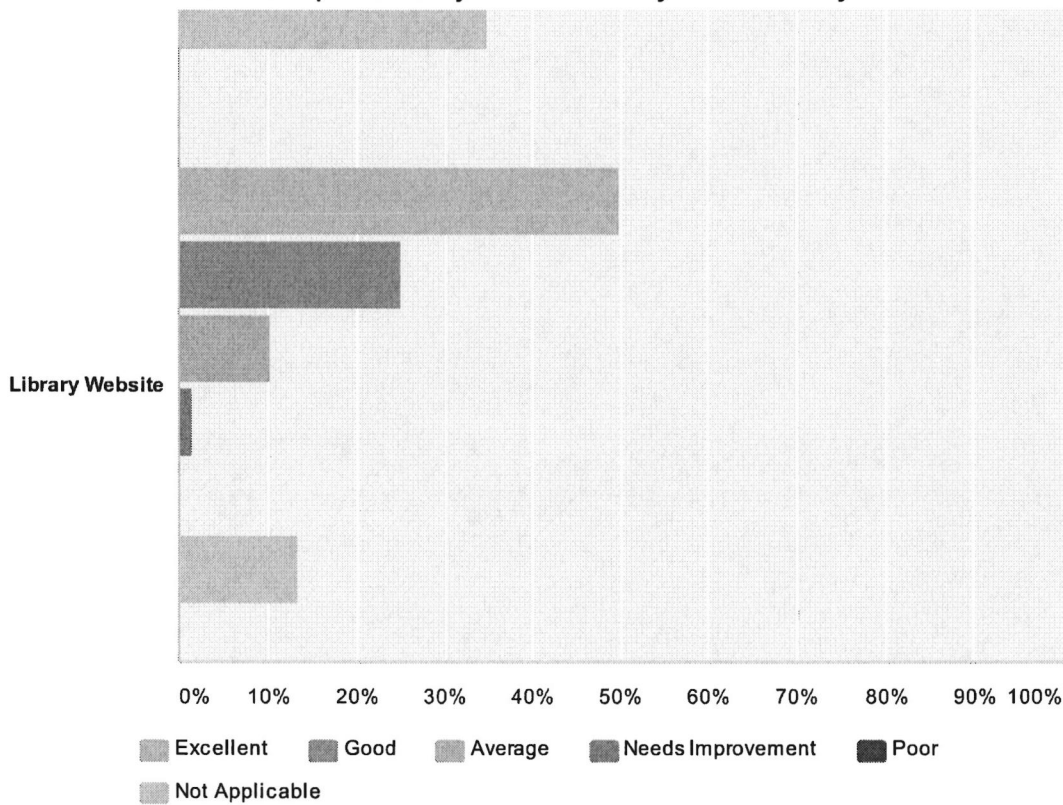
Hours of
Operation

Youth Programs

Adult Programs

Family Programs

2014 Jasper County Public Library User Survey



	Excellent	Good	Average	Needs Improvement	Poor	Not Applicable	Total
Friendliness/Courtesy of the Staff	86.69% 254	10.92% 32	1.71% 5	0.68% 2	0.00% 0	0.00% 0	293
Assistance Received	80.48% 235	14.73% 43	3.42% 10	0.68% 2	0.00% 0	0.68% 2	292
Layout of Library Materials	65.38% 187	26.92% 77	6.29% 18	1.40% 4	0.00% 0	0.00% 0	286
Availability of Library Materials	54.55% 156	30.77% 88	10.84% 31	3.15% 9	0.00% 0	0.70% 2	286
Variety of Library Materials	59.23% 170	30.31% 87	6.97% 20	2.79% 8	0.00% 0	0.70% 2	287
Overall Physical Environment of the Library	78.55% 227	17.65% 51	3.11% 9	0.35% 1	0.35% 1	0.00% 0	289
Hours of Operation	59.86% 173	29.41% 85	6.92% 20	3.11% 9	0.35% 1	0.35% 1	289
Youth Programs	49.24% 129	16.03% 42	4.96% 13	0.00% 0	0.00% 0	29.77% 78	262
Adult Programs	41.60% 109	19.08% 50	6.49% 17	1.15% 3	0.00% 0	31.68% 83	262
Family Programs	43.02% 111	14.34% 37	6.98% 18	0.78% 2	0.00% 0	34.88% 90	258
Library Website	49.81% 131	25.10% 66	10.27% 27	1.52% 4	0.00% 0	13.31% 35	263

#	If you rated a service as needing improvement or poor, please comment on ways we could improve it.	Date
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2014 Jasper County Public Library User Survey

1	Staff is Awesome!!!	6/23/2014 4:29 PM
2	There should be a larger variety of YA novels, and better placement of YA non-fiction	6/23/2014 3:47 PM
3	MAYBE HAVE MINI SEMINARS ON HEALTH ISSUES, TAXES, MEDICARE/MEDICAID, LEGAL ISSUES, ETC. BY PROFESSIONAL IN THAT FIELD. (FINANCIAL, TOO)	6/23/2014 3:10 PM
4	Wheatfield could be open more than 1 night per week. Currently only Tues. evening hours	6/23/2014 12:58 PM
5	The website is a little confusing to use	6/23/2014 12:51 PM
6	Later hours would be better	6/20/2014 11:12 AM
7	Not rated poor, but a few Sunday hours would be great!	6/19/2014 2:11 PM
8	I put mostly excellent because they do a nice job in the Library.	6/18/2014 12:10 PM
9	Better accessibility of the large print materials	6/17/2014 6:22 PM
10	Wheatfield needs more then one late night a week	6/16/2014 10:29 PM
11	Make the hours longer on the weekends.	6/16/2014 8:20 PM
12	I would like to see 1) The New York Times 2) The Chicago Sun Times	6/16/2014 5:12 PM
13	N/A: IDK never checked them	6/16/2014 5:09 PM
14	Some staff doesn't seem happy. Website not user friendly	6/16/2014 3:15 PM
15	It would be no cell I f,you such shelved all fiction books together instead of separating them. Half the mysteries I read are fiction and 1/2 are in the mystery section. It makes no sense. Some in the fiction section state right on the cover they are mysteries. In the kids sections, stop seperating award winners. Between new books, regular books and award winners, it takes my kids too long to find anything!	6/13/2014 10:01 PM
16	Would use on a Sunday Afternoon if open	6/13/2014 4:30 PM
17	I feel our DeMotte Branch lacks somewhat in Pulitzer & Literary Award Winning Books, and carries too many "Christian" themed books and "Fluff". I am often unable to find books of Critical Acclaim, but the Librarians do track them down for me!	6/13/2014 12:44 PM
18	Hours operation-In exreme HEAT or COLD -I'd like to see hours & days extended. It would be interesting to know if 1-5 Sunday hours would be valuable to public	6/13/2014 10:11 AM
19	I am happy with the physical environment, buth the air conditioner NEEDS to be updated or replaced. There seems to be a problem with it every summer and that makes for a very uncomfortable environment.	6/11/2014 3:46 PM
20	? by Family and Library Website	6/11/2014 12:50 PM
21	Not to suggest overwork would like access on Sundays	6/9/2014 4:08 PM
22	Can't remember when there was last a program geared toward the family.	6/6/2014 3:25 PM
23	I find Rens layout confusing	6/6/2014 12:16 PM
24	We moved to the area from outside jasper county so the rules are different from our old library. It's difficult to get staff to let us know all the specifics on the jcpl rules.	6/5/2014 7:59 PM
25	The library needs newer materials and more variety of materials...more up to date materials needed. Later hours, Sunday hours, and longer hours on Saturday.	6/5/2014 1:25 PM
26	There seems to be a big lag time getting new materials in. The staff says they have been ordered when I ask for specific books or movies.	6/3/2014 8:48 PM
27	Have had to request several items to be found from outside Jasper County system. They are usually found after a few weeks.	6/3/2014 5:15 AM
28	Longer weekend hours! Too many times the library is closed!	6/2/2014 8:58 PM
29	Would love Sunday afternoon hours	6/2/2014 5:30 PM
30	Often times I look for a book and find that it is available from another library, but not Rensselaer.	6/2/2014 12:50 PM
31	Of course, a library always needs more and more books!	6/2/2014 9:49 AM

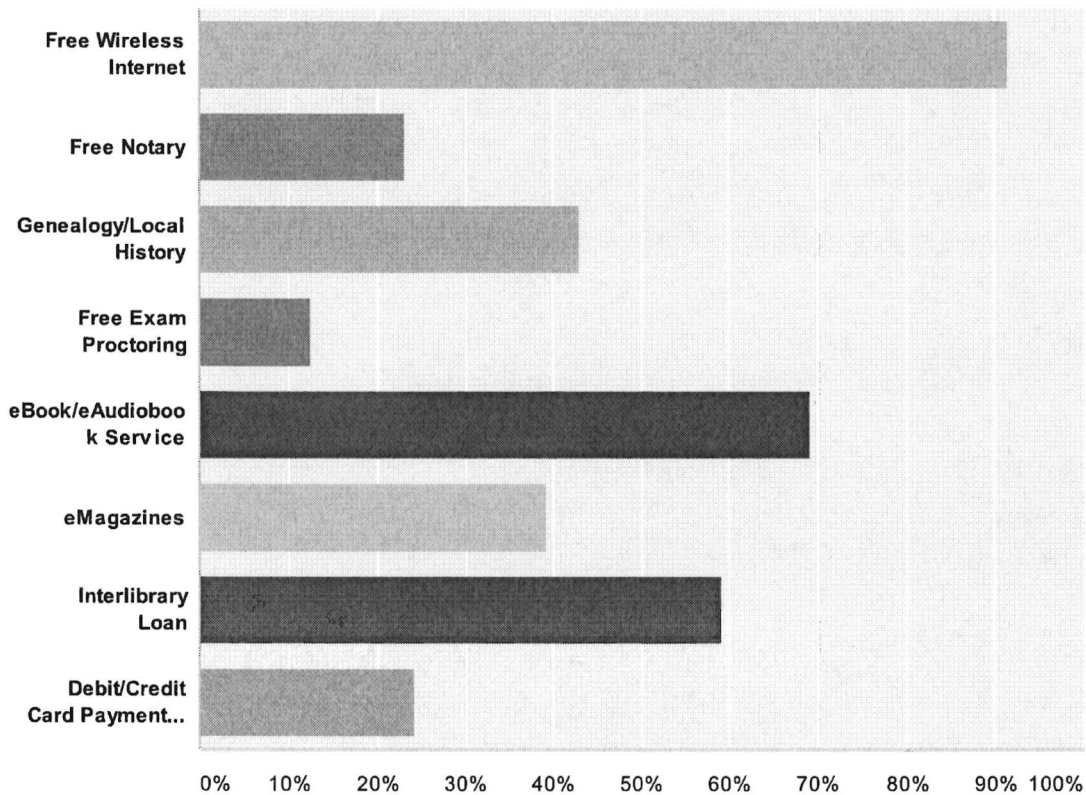
2014 Jasper County Public Library User Survey

32	Overall I think the library materials and layout and availability are pretty good, but the large print section really sucks. (I don't use it for myself but for an elderly relative.) It's small and cramped. The library staff have been very helpful, but you just need more room for more large print books. It's really not fair to the users with poor eyesight to just give them that tiny sampling of books.	6/2/2014 8:35 AM
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2014 Jasper County Public Library User Survey

Q8 Which of the following products or services were you aware that the library offers? Select all that apply.

Answered: 281 Skipped: 13

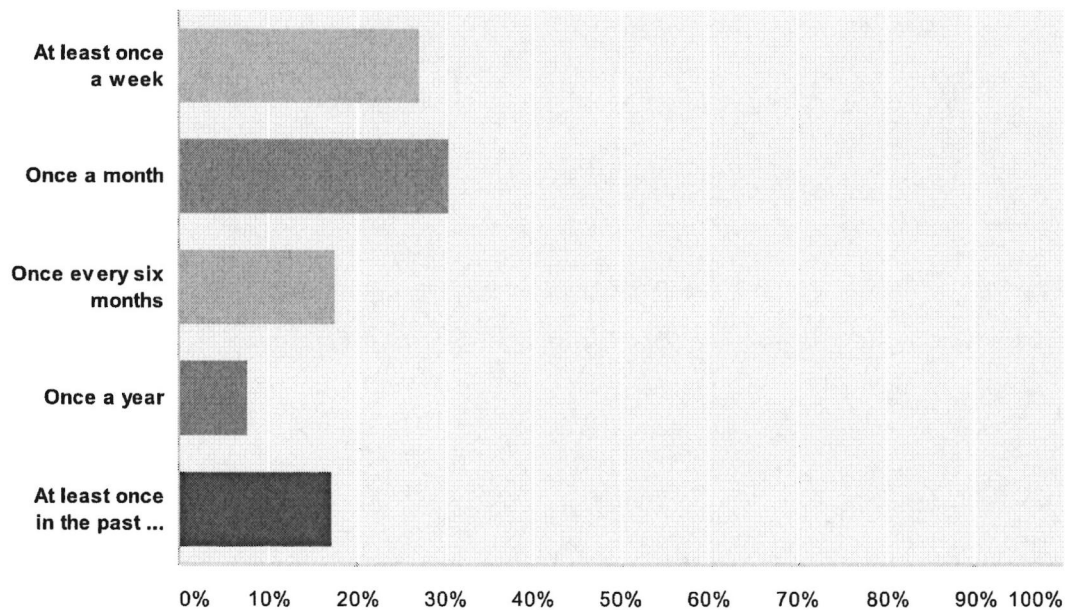


Answer Choices	Responses
Free Wireless Internet	91.46% 257
Free Notary	23.13% 65
Genealogy/Local History	43.06% 121
Free Exam Proctoring	12.46% 35
eBook/eAudiobook Service	69.04% 194
eMagazines	39.15% 110
Interlibrary Loan	59.07% 166
Debit/Credit Card Payment Options	24.20% 68
Total Respondents: 281	

2014 Jasper County Public Library User Survey

Q9 How often do you use the library website (myjcpl.org)?

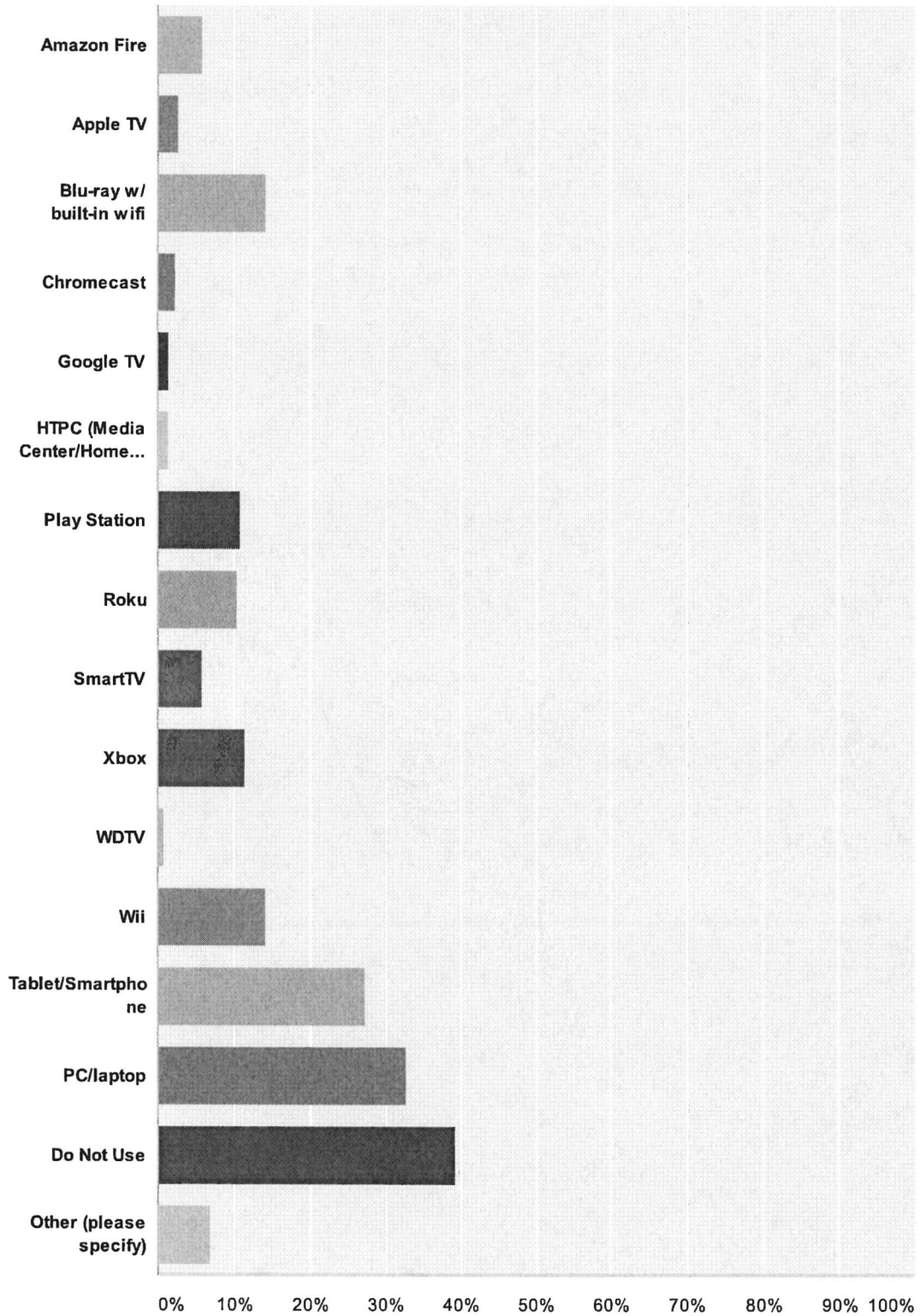
Answered: 246 Skipped: 48



Answer Choices	Responses	
At least once a week	27.24%	67
Once a month	30.49%	75
Once every six months	17.48%	43
Once a year	7.72%	19
At least once in the past 3 years	17.07%	42
Total		246

Q10 What digital video devices do you use to stream movies, TV shows, etc.?

Answered: 260 Skipped: 34



Answer Choices	Responses
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2014 Jasper County Public Library User Survey

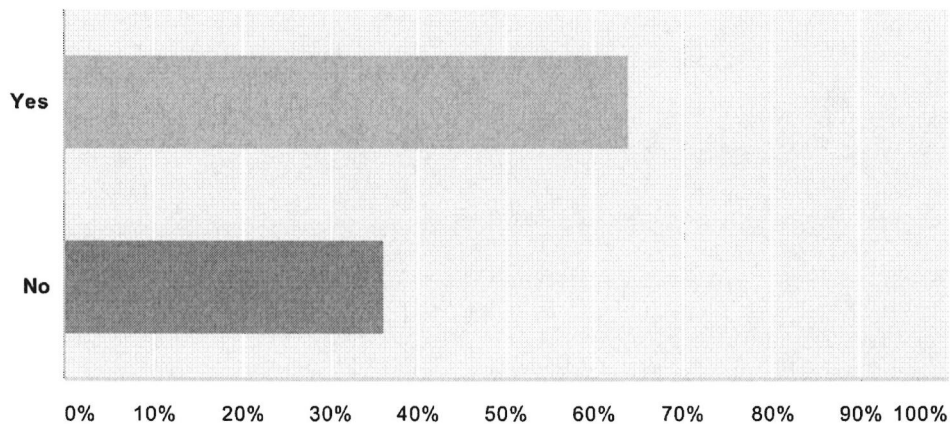
Amazon Fire	5.77%	15
Apple TV	2.69%	7
Blu-ray w/ built-in wifi	14.23%	37
Chromecast	2.31%	6
Google TV	1.54%	4
HTPC (Media Center/Home Theater PC)	1.54%	4
Play Station	10.77%	28
Roku	10.38%	27
SmartTV	5.77%	15
Xbox	11.54%	30
WDTV	0.77%	2
Wii	14.23%	37
Tablet/Smartphone	27.31%	71
PC/laptop	32.69%	85
Do Not Use	39.23%	102
Other (please specify)	6.92%	18
Total Respondents: 260		

#	Other (please specify)	Date
1	Direct TV	6/23/2014 4:32 PM
2	Direct TV	6/20/2014 12:11 PM
3	Fine the way it is!	6/19/2014 1:33 PM
4	N/A	6/18/2014 11:42 AM
5	blank	6/17/2014 6:57 PM
6	Direct TV	6/17/2014 6:07 PM
7	R-Box is were you get movies and t.v. shows	6/17/2014 5:39 PM
8	I use a regular old television	6/16/2014 5:09 PM
9	I like books!	6/13/2014 3:39 PM
10	I like the books!	6/13/2014 3:27 PM
11	cellphone	6/12/2014 7:13 PM
12	DVD, VHS players	6/11/2014 12:30 PM
13	DVD player	6/9/2014 4:08 PM
14	Netflix	6/5/2014 1:23 PM
15	iPad	6/3/2014 8:48 PM
16	Amaazon Prime	6/3/2014 12:08 PM
17	NOOK	6/2/2014 8:58 PM
18	Nintind 2ds/Netflix	6/2/2014 7:46 PM

2014 Jasper County Public Library User Survey

Q11 Would you like the library to offer eReaders for check out?

Answered: 213 Skipped: 81



Answer Choices	Responses
Yes	63.85% 136
No	36.15% 77
Total	213

#	Comments?	Date
1	Not an issue for me, but a goo service for community.	6/23/2014 4:30 PM
2	Not sure what this is	6/23/2014 4:28 PM
3	I would not use it, but I'm sure there are people who would.	6/23/2014 4:18 PM
4	I would not use an eReader but I think the computer "kids" would like it	6/23/2014 4:12 PM
5	Don't know what they are.	6/23/2014 4:12 PM
6	just because I have one	6/23/2014 4:05 PM
7	I just prefer books and it would probably cost more than it was worth	6/23/2014 3:47 PM
8	That would be awesome!	6/23/2014 3:04 PM
9	N/A	6/23/2014 1:09 PM
10	N/A	6/19/2014 2:11 PM
11	I would love it if you guys add eReaders at check outs for now on.	6/18/2014 12:10 PM
12	N/A	6/18/2014 11:42 AM
13	n/a	6/17/2014 7:12 PM
14	Does not matter to me.	6/17/2014 3:50 PM
15	I personally wouldn't use it.	6/16/2014 8:24 PM
16	I already own one, but if I did not, I might be interested in this service.	6/16/2014 8:17 PM
17	I don't know what they are so I cannot say	6/16/2014 5:09 PM
18	Not sure, but, I don't need one so maybe I would if I needed one.	6/13/2014 3:35 PM
19	Uncertain	6/13/2014 10:11 AM

2014 Jasper County Public Library User Survey

20	I already have one	6/12/2014 7:13 PM
21	I don't know xactly what an eReader is or how to use one.	6/12/2014 7:08 PM
22	?	6/10/2014 2:23 PM
23	I can't get mine to work w/ library items	6/10/2014 1:00 PM
24	don't care	6/9/2014 6:17 PM
25	N/A	6/6/2014 12:16 PM
26	We have devices so we would not need to checkout one but sounds like maybe a good idea for those who don't already have them. Who wants to buy one only to find out they don't really like it.	6/5/2014 7:59 PM
27	Dont know what an Ereader is.	6/3/2014 2:53 PM
28	N/A	6/3/2014 2:10 PM
29	Please!!!	6/3/2014 5:15 AM
30	I don't really care, but that wasn't an option :)	6/2/2014 7:52 PM
31	There cheap enough if people want one enough to use it buy one...	6/2/2014 11:49 AM
32	Doesn't apply to me	6/2/2014 11:27 AM
33	not sure. I don't know how to use an ereader.	6/2/2014 7:52 AM

2014 Jasper County Public Library User Survey

Q12 What type/titles of Spanish material would you like to see more of in the library?

Answered: 58 Skipped: 236

#	Responses	Date
1	None	6/24/2014 10:56 AM
2	none	6/23/2014 4:36 PM
3	N/A	6/23/2014 4:31 PM
4	Telanovelas	6/23/2014 4:30 PM
5	N/A	6/23/2014 4:28 PM
6	N/A	6/23/2014 4:18 PM
7	n/a	6/23/2014 4:05 PM
8	More in fiction if the person needs it for research	6/23/2014 3:42 PM
9	NO INTEREST	6/23/2014 3:10 PM
10	N/A	6/23/2014 1:09 PM
11	none	6/23/2014 12:51 PM
12	None	6/20/2014 5:18 PM
13	N/A	6/20/2014 11:02 AM
14	idk what kind of stuff you guys could add. only eReaders.	6/18/2014 12:10 PM
15	N/A	6/18/2014 11:42 AM
16	n/a	6/17/2014 7:24 PM
17	n/a	6/17/2014 7:12 PM
18	?	6/17/2014 6:19 PM
19	Spanish History	6/17/2014 6:07 PM
20	Dictionary and little kid books.	6/17/2014 6:03 PM
21	Spanish dictionary	6/17/2014 5:39 PM
22	None	6/16/2014 9:01 PM
23	I don't know I dont understand spanish	6/16/2014 5:09 PM
24	English-this is America	6/16/2014 10:52 AM
25	NA	6/16/2014 9:36 AM
26	None	6/13/2014 4:42 PM
27	Diary of a wimpy kid	6/13/2014 3:39 PM
28	transporter book	6/13/2014 3:27 PM
29	N/A	6/13/2014 12:44 PM
30	cd's to learn english	6/12/2014 7:26 PM
31	I'm not fluent in Spanish there-fore, I can't make any suggestions	6/12/2014 7:08 PM
32	n/a	6/12/2014 5:37 PM
33	Dairy of a wimpy kid	6/12/2014 4:06 PM

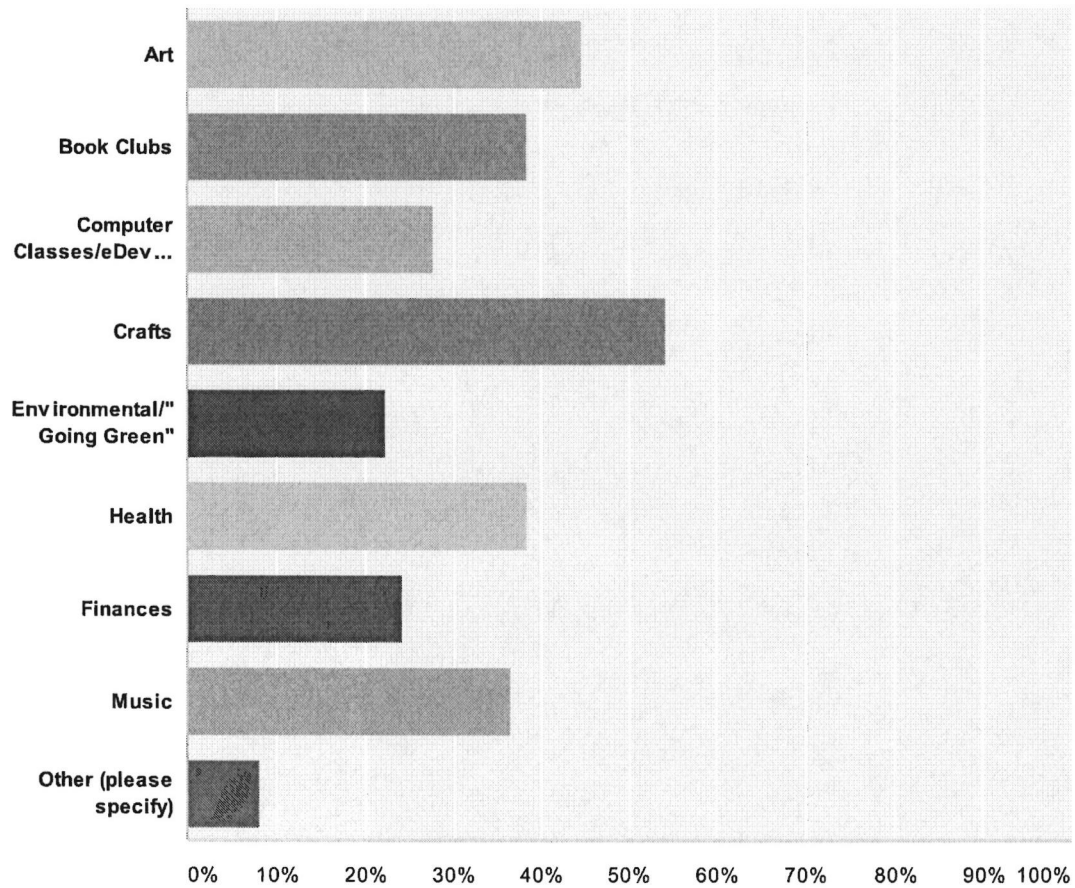
2014 Jasper County Public Library User Survey

34	Italians, Sicilians	6/11/2014 12:35 PM
35	N/A	6/10/2014 2:23 PM
36	N/A	6/10/2014 1:00 PM
37	N/A	6/9/2014 6:17 PM
38	I do not, unfortunately, speak Spanish	6/9/2014 4:08 PM
39	None	6/9/2014 12:38 PM
40	none	6/7/2014 3:38 PM
41	more italian, sicilian material	6/7/2014 3:35 PM
42	Don't really see a need.	6/6/2014 3:25 PM
43	N/A	6/6/2014 12:16 PM
44	Old spanish movies	6/5/2014 10:48 PM
45	Nothing at the moment but we do plan on learning Spanish at some point so maybe later. Can u check out Rosetta Stone from library?	6/5/2014 7:59 PM
46	N/A	6/5/2014 12:47 PM
47	Classic children's literature Christian fiction	6/4/2014 2:22 PM
48	None	6/4/2014 2:17 PM
49	No opinion	6/3/2014 8:48 PM
50	N/A	6/3/2014 2:49 PM
51	N/A	6/3/2014 2:10 PM
52	N/A	6/3/2014 12:25 PM
53	N/A	6/3/2014 12:21 PM
54	none	6/2/2014 8:58 PM
55	I don't care. can't read spanish.	6/2/2014 7:52 PM
56	Teaching Spanish books, Videos, tapes & etc -	6/2/2014 6:53 PM
57	How to speak Spanish for dummies.	6/2/2014 11:49 AM
58	I'm not sure...	6/2/2014 8:35 AM

2014 Jasper County Public Library User Survey

Q13 What type of programs would you like the library to offer? Select all that apply.

Answered: 219 Skipped: 75



Answer Choices	Responses
Art	44.75% 98
Book Clubs	38.36% 84
Computer Classes/eDevices	27.85% 61
Crafts	54.34% 119
Environmental/"Going Green"	22.37% 49
Health	38.36% 84
Finances	24.20% 53
Music	36.53% 80
Other (please specify)	8.22% 18
Total Respondents: 219	

#	Other (please specify)	Date
1	Painting Class	6/23/2014 4:17 PM

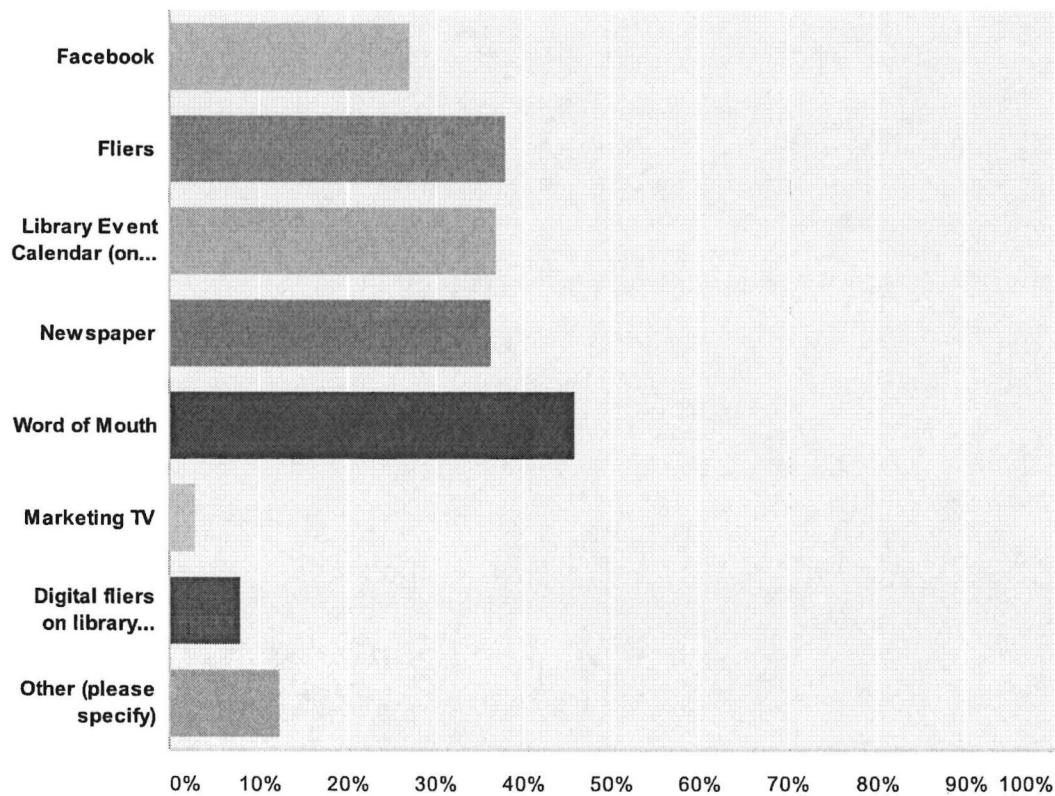
2014 Jasper County Public Library User Survey

2	would love to start a crochet class	6/23/2014 12:51 PM
3	crochet clubs! I would love it!	6/23/2014 12:18 PM
4	Whole Food Fitness	6/23/2014 12:14 PM
5	Author visits, specifically childrens authors. Jim Aylesworth is a local author that offers reasonable rates for visits	6/20/2014 11:02 AM
6	Toddler programs during summer (2 yr. old)	6/19/2014 9:57 AM
7	PHOTOGRAPHY	6/17/2014 6:57 PM
8	Cooking	6/16/2014 11:44 PM
9	Movie Club where group critiques movies.	6/13/2014 9:51 PM
10	don't use	6/13/2014 3:35 PM
11	Calligraphy	6/13/2014 10:11 AM
12	I'd like to see programs for homeschoolers	6/12/2014 7:08 PM
13	Learning other languages, how to do things online like youtube or a website etc. Maybe you already have some of those. We're new to the area so I'm not sure.	6/5/2014 7:59 PM
14	Book clubs and computer classes are already offered so I didn't check those.	6/3/2014 8:48 PM
15	Evening computer classes	6/2/2014 5:43 PM
16	Learning Spanish as second language	6/2/2014 11:49 AM
17	maker classes - 3 d printing, anime club, non computer gaming nights	6/2/2014 9:20 AM
18	More classes for toddlers other than just in the summer.	6/2/2014 8:10 AM

2014 Jasper County Public Library User Survey

Q14 How do you become aware of library programs? Select all that apply.

Answered: 276 Skipped: 18



Answer Choices	Responses
Facebook	27.17% 75
Fliers	38.04% 105
Library Event Calendar (on website)	36.96% 102
Newspaper	36.23% 100
Word of Mouth	46.01% 127
Marketing TV	2.90% 8
Digital fliers on library computers	7.97% 22
Other (please specify)	12.32% 34
Total Respondents: 276	

#	Other (please specify)	Date
1	signs in library	6/23/2014 5:40 PM
2	other people	6/23/2014 4:34 PM
3	notices @ library	6/23/2014 4:30 PM
4	Visits	6/23/2014 4:28 PM

2014 Jasper County Public Library User Survey

5	Schools	6/23/2014 4:17 PM
6	walked in	6/23/2014 4:14 PM
7	library employers	6/23/2014 4:07 PM
8	My kids' school	6/23/2014 3:47 PM
9	Just by coming in person.	6/23/2014 3:13 PM
10	Going to the library.	6/23/2014 3:04 PM
11	my mother who is a library clerk	6/23/2014 12:55 PM
12	My grandson's school	6/20/2014 12:19 PM
13	in library - front door, etc.	6/19/2014 2:11 PM
14	school	6/18/2014 11:32 AM
15	I work on puzzles -	6/18/2014 10:23 AM
16	Friends and Family	6/17/2014 7:12 PM
17	school-WES	6/17/2014 6:11 PM
18	school	6/16/2014 8:08 PM
19	Haven't yet	6/16/2014 5:09 PM
20	Visting library	6/13/2014 9:51 PM
21	(Under fliers they had) posted in library	6/13/2014 4:40 PM
22	your website	6/13/2014 3:35 PM
23	Monthly newsletter	6/13/2014 10:11 AM
24	friends	6/12/2014 7:26 PM
25	By mouth	6/11/2014 12:35 PM
26	In House	6/10/2014 2:23 PM
27	usually library staff	6/9/2014 4:08 PM
28	notes at checkout counter	6/9/2014 1:23 PM
29	Library Site	6/9/2014 12:38 PM
30	the papers here at the library	6/4/2014 5:22 PM
31	Fliers from school	6/3/2014 2:26 PM
32	wonderful posters @ library	6/3/2014 12:21 PM
33	Evie tells me!	6/2/2014 4:01 PM
34	guessing	6/2/2014 11:49 AM

2014 Jasper County Public Library User Survey

Q15 How can the library improve attendance at library programs?

Answered: 72 Skipped: 222

#	Responses	Date
1	IF each one invited someone	6/23/2014 5:40 PM
2	Do not know	6/23/2014 4:18 PM
3	Get movies that are ordered, in Faster	6/23/2014 4:13 PM
4	?	6/23/2014 4:05 PM
5	Do surveys of what people are specifically interested in	6/23/2014 3:47 PM
6	Add More	6/23/2014 3:45 PM
7	Offer evening programs for people that have to work during the day	6/23/2014 3:44 PM
8	HAVE ACCOMPANYING RAFFLES/DRAWINGS.	6/23/2014 3:10 PM
9	Go to the high school; Fliers.	6/23/2014 3:04 PM
10	Allow prizes at the end of the programs	6/23/2014 12:55 PM
11	offer more up to date, or popular this season	6/23/2014 12:51 PM
12	I think it's awesome as is! We do it every year! Maybe more on Facebook that always works	6/23/2014 12:18 PM
13	make public more aware of programs	6/23/2014 12:08 PM
14	they can't- always full!	6/20/2014 12:31 PM
15	The only place I find info is on the website or at the library, maybe in other places	6/20/2014 11:12 AM
16	print in the newspaper	6/19/2014 2:07 PM
17	more advertising diversity with the library programs	6/19/2014 1:24 PM
18	Advertise more for young child programs(not school age) Send fliers home through schools for younger siblings	6/19/2014 9:57 AM
19	to make sure that who ever wants to come may have to fill out a paper so you guys know who is coming.	6/18/2014 12:10 PM
20	Letters in mail	6/18/2014 11:32 AM
21	N/A (scratched out) I think the Library can improve attendance at Library programs by looking on school websites to see when kids are available to come to programs	6/17/2014 7:12 PM
22	You can call names of the kids.	6/17/2014 6:07 PM
23	Have different programs during the week.	6/17/2014 6:03 PM
24	put fliers up in stores	6/17/2014 5:39 PM
25	Wider advertising area	6/17/2014 3:53 PM
26	Awareness needs to be increased... Via social media may be best	6/16/2014 10:20 PM
27	I don't think they can there was not enough room at last week's program for everyone.	6/16/2014 9:01 PM
28	More advertising	6/16/2014 8:20 PM
29	Facebook post	6/16/2014 8:15 PM
30	Im not sure	6/16/2014 5:09 PM
31	Get the word out more	6/13/2014 10:01 PM
32	Digital outdoor signage on corner of Van Rens and Susan Sts announcing programs.	6/13/2014 9:51 PM

2014 Jasper County Public Library User Survey

33	offer programs on multiple days at various times	6/13/2014 4:40 PM
34	Having field trips :)	6/13/2014 3:39 PM
35	alarm clock	6/13/2014 3:27 PM
36	Advertise on the radio, maybe.	6/12/2014 7:08 PM
37	N/A	6/12/2014 5:01 PM
38	By have books & movie	6/12/2014 4:06 PM
39	I feel your attendance is always good.	6/12/2014 2:20 PM
40	Better advertising	6/11/2014 3:46 PM
41	Have programs for senior citizens during daylight hours. I am night blind.	6/11/2014 12:50 PM
42	Broaden Activities	6/9/2014 6:19 PM
43	?	6/9/2014 6:17 PM
44	I don't know	6/7/2014 3:38 PM
45	Advertise more	6/6/2014 5:45 PM
46	Search out other libraries to see what they may offer that could be incorporated at Wheatfield	6/6/2014 3:25 PM
47	I didn't know the program schedules and info was online or Facebook. That will probably help me keep track so maybe we can go to more.	6/5/2014 7:59 PM
48	Ask those who do attend to bring a friend and tell others about it. Maybe change hours of programs. Evening Book Discussion?	6/5/2014 1:33 PM
49	paper	6/5/2014 1:30 PM
50	more quiet study rooms for studying.	6/5/2014 12:47 PM
51	Schedule some in the evenings.	6/4/2014 7:45 PM
52	Offer Freebies	6/4/2014 5:22 PM
53	Advertise	6/4/2014 2:17 PM
54	Everything is Fantastic here !	6/4/2014 2:08 PM
55	Have them during the day.	6/4/2014 9:53 AM
56	Offer more young children's programs during evening hours. I would love to bring my little ones to story time, but I work and am not able to do so.	6/3/2014 10:36 PM
57	This is a problem everywhere; have no ideas for the library.	6/3/2014 8:48 PM
58	fliers.	6/3/2014 2:53 PM
59	Emails/Mailers	6/3/2014 2:49 PM
60	Hold them earlier in the day, before night-time	6/3/2014 2:33 PM
61	not sure. Maybe different hours or multiple times for one event.	6/3/2014 2:26 PM
62	offer incentives	6/3/2014 2:10 PM
63	Get older kids interested	6/3/2014 12:31 PM
64	I really think your outreach is great! Librarian's mention programs to patrons; there are posters; you put articles in the newspaper. Do you do a radio program?	6/3/2014 12:21 PM
65	more promotion on social media	6/3/2014 12:05 PM
66	Make them Sound Really, Really fun!	6/2/2014 7:52 PM
67	Notshuve	6/2/2014 7:46 PM
68	Don't know, other then FB or some media contact.	6/2/2014 2:29 PM
69	More advertising	6/2/2014 12:08 PM

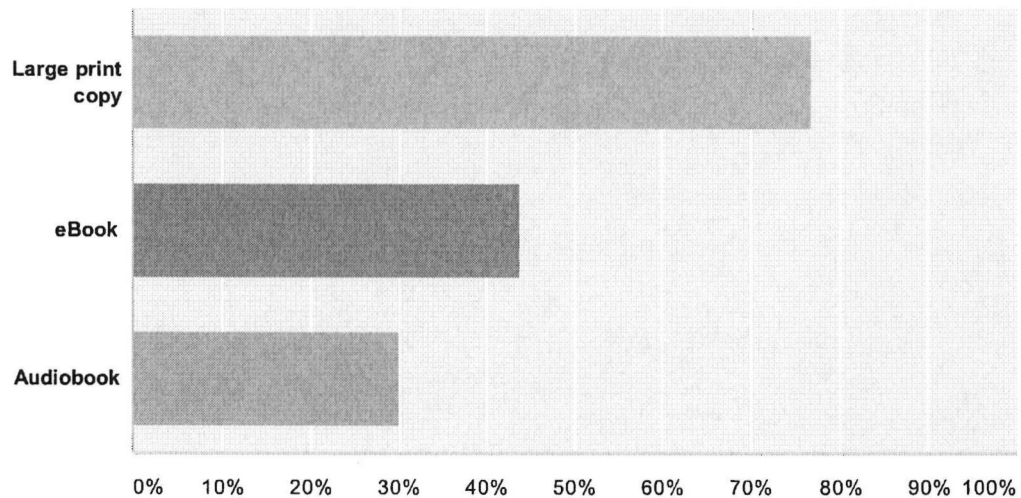
2014 Jasper County Public Library User Survey

70	Advertise	6/2/2014 11:49 AM
71	Make child care available.	6/2/2014 10:53 AM
72	If more people knew about the programs but I don't know how to improve that...	6/2/2014 8:35 AM

2014 Jasper County Public Library User Survey

Q16 If all regular print copies of a title were checked out, please indicate if you would use any of the following formats. Select all that apply.

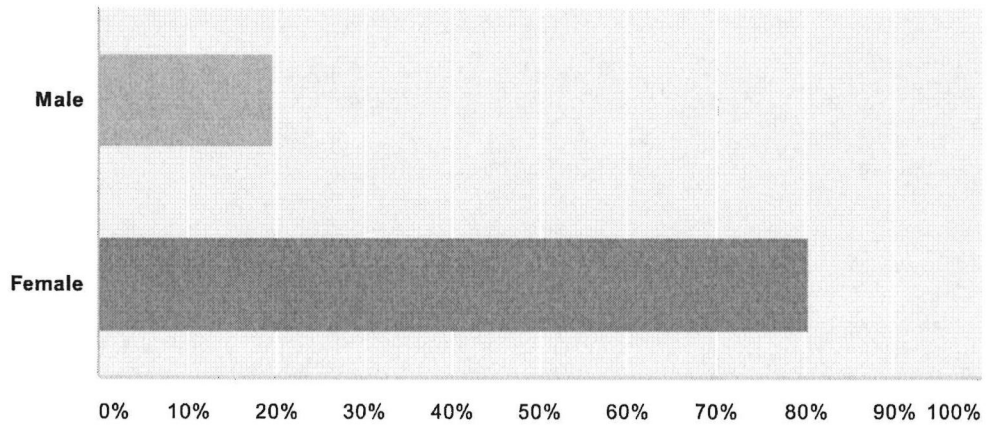
Answered: 242 Skipped: 52



Answer Choices	Responses	
Large print copy	76.86%	186
eBook	43.80%	106
Audiobook	30.17%	73
Total Respondents: 242		

Q17 Indicate your sex.

Answered: 290 Skipped: 4

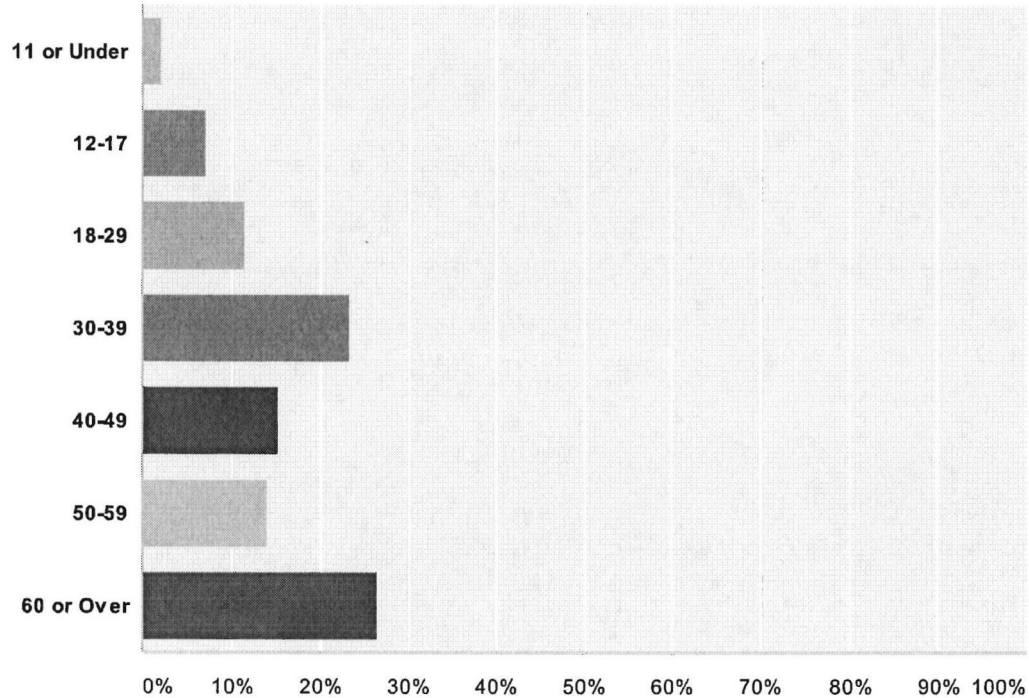


Answer Choices	Responses	
Male	19.66%	57
Female	80.34%	233
Total		290

2014 Jasper County Public Library User Survey

Q18 Select your age group.

Answered: 294 Skipped: 0

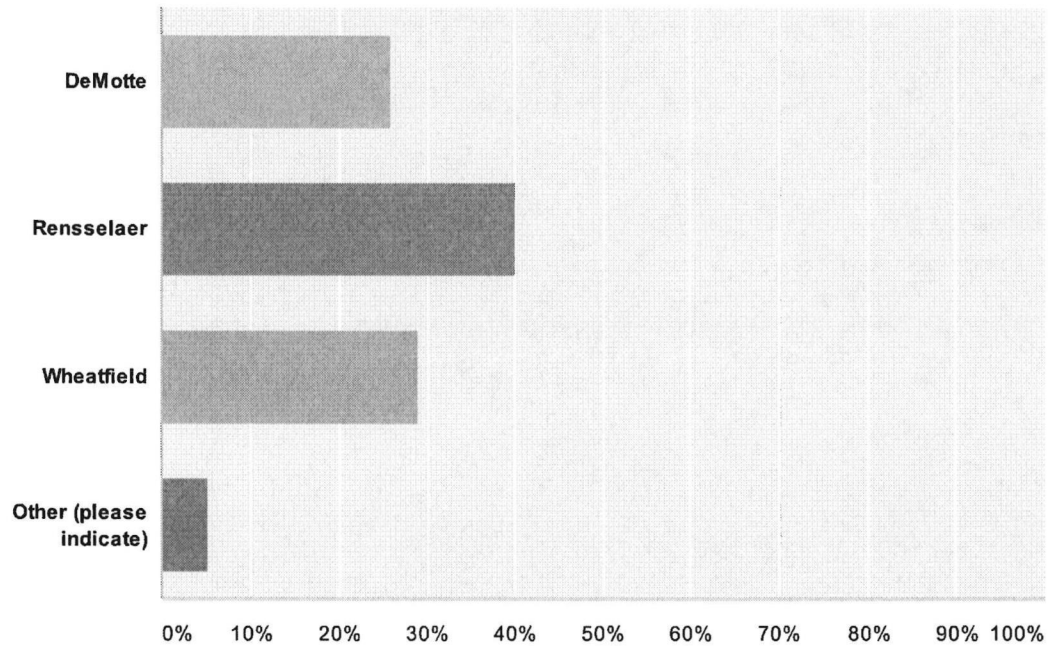


Answer Choices	Responses	
11 or Under	2.04%	6
12-17	7.14%	21
18-29	11.56%	34
30-39	23.47%	69
40-49	15.31%	45
50-59	13.95%	41
60 or Over	26.53%	78
Total		294

2014 Jasper County Public Library User Survey

Q19 Where do you reside?

Answered: 290 Skipped: 4



Answer Choices	Responses
DeMotte	25.86% 75
Rensselaer	40.00% 116
Wheatfield	28.97% 84
Other (please indicate)	5.17% 15
Total	290

#	Other (please indicate)	Date
1	Roselawn	6/23/2014 3:04 PM
2	San Pierre	6/23/2014 11:10 AM
3	north judson	6/20/2014 5:18 PM
4	-	6/19/2014 2:18 PM
5	Remington	6/17/2014 9:23 PM
6	Remington	6/17/2014 6:22 PM
7	Remington	6/17/2014 6:19 PM
8	marked all three	6/13/2014 3:39 PM
9	morocco	6/4/2014 7:45 PM
10	Morocco/Fair Oaks	6/4/2014 2:17 PM
11	Chicago	6/3/2014 8:50 PM
12	Gilliam TWSP	6/3/2014 2:10 PM
13	Francesville	6/2/2014 12:50 PM

2014 Jasper County Public Library User Survey

14	Remington	6/2/2014 11:31 AM
15	francesville	6/2/2014 11:02 AM

2014 Jasper County Public Library User Survey

Q20 Please add any additional information which you feel will help us serve you better.

Answered: 181 Skipped: 113

#	Responses	Date
1	R	6/25/2014 1:20 PM
2	R - #9 - "Not Used"	6/24/2014 10:56 AM
3	W	6/23/2014 4:52 PM
4	W	6/23/2014 4:50 PM
5	W	6/23/2014 4:49 PM
6	W - First time visit	6/23/2014 4:36 PM
7	W	6/23/2014 4:34 PM
8	W	6/23/2014 4:33 PM
9	W	6/23/2014 4:33 PM
10	W	6/23/2014 4:32 PM
11	W	6/23/2014 4:31 PM
12	W	6/23/2014 4:31 PM
13	W	6/23/2014 4:30 PM
14	W	6/23/2014 4:29 PM
15	W	6/23/2014 4:29 PM
16	W	6/23/2014 4:28 PM
17	W	6/23/2014 4:27 PM
18	W	6/23/2014 4:25 PM
19	W	6/23/2014 4:24 PM
20	W	6/23/2014 4:22 PM
21	W	6/23/2014 4:20 PM
22	W - Love the large print collection!	6/23/2014 4:19 PM
23	W - The drive up slot to return books is awfully high and so close to the wall. I usually have to get out to drop books off when library is closed :(	6/23/2014 4:18 PM
24	W	6/23/2014 4:17 PM
25	W	6/23/2014 4:15 PM
26	W	6/23/2014 4:14 PM
27	W - Great Staff and So friendly and Helpfull	6/23/2014 4:13 PM
28	W	6/23/2014 4:12 PM
29	W - <3 great job ladies!	6/23/2014 4:12 PM
30	W	6/23/2014 4:11 PM
31	W	6/23/2014 4:08 PM
32	W	6/23/2014 4:07 PM

2014 Jasper County Public Library User Survey

33	W - I have no complaints and i am impressed with all thst is offered. thank you	6/23/2014 4:05 PM
34	W	6/23/2014 3:47 PM
35	W	6/23/2014 3:47 PM
36	W	6/23/2014 3:45 PM
37	W	6/23/2014 3:45 PM
38	W	6/23/2014 3:44 PM
39	W	6/23/2014 3:42 PM
40	I FEEL I AM ALREADY BEING SERVED EXCELLENTLY BY STAFF & FACILITIES. THANKS! (entered by dyh Dem)	6/23/2014 3:13 PM
41	EXTEND MOVIE CHECK-OUT TIME. GET MORE CURRENT MOVIES/DVD'S (entered by dyh Dem)	6/23/2014 3:10 PM
42	(entered by dyh Dem)	6/23/2014 3:04 PM
43	(entered by dyh Dem)	6/23/2014 2:50 PM
44	(entered by dyh Dem)	6/23/2014 2:48 PM
45	W maybe some new movies	6/23/2014 1:41 PM
46	W a very nice library	6/23/2014 1:12 PM
47	W	6/23/2014 1:09 PM
48	W	6/23/2014 12:58 PM
49	W	6/23/2014 12:55 PM
50	W	6/23/2014 12:51 PM
51	W	6/23/2014 12:44 PM
52	W	6/23/2014 12:18 PM
53	W Always met with helpful friendly staff who do their best to help out!	6/23/2014 12:14 PM
54	W Enjoy seeing the displays in the case & artwork displays!	6/23/2014 12:08 PM
55	W	6/23/2014 11:51 AM
56	W	6/23/2014 11:10 AM
57	W	6/23/2014 11:06 AM
58	W	6/23/2014 11:03 AM
59	W	6/23/2014 10:58 AM
60	W	6/23/2014 10:53 AM
61	I prefer wheatfield branch over the others because the entire staff make you feel like family. That branch has a welcoming, homey feeling, kind of like a cracker barrel restaurant. I just think the entire staff is great. I also like the fact that they take suggestions . Whoever, selects the current titles for the audio books, does a fantastic job. I can always find something I think I would like, and the results are positive. The atmosphere at Wheatfield is something that should be patented, it's what keeps me coming back and as you can see , I don't even live in the county. Kudos to the entire staff.	6/20/2014 5:18 PM
62	W	6/20/2014 12:57 PM
63	Great place to use! Great workers! Keep up the great work! W	6/20/2014 12:31 PM
64	W	6/20/2014 12:21 PM
65	W	6/20/2014 12:19 PM
66	W	6/20/2014 12:14 PM
67	W	6/20/2014 12:14 PM

2014 Jasper County Public Library User Survey

68	W	6/20/2014 12:11 PM
69	W	6/20/2014 11:12 AM
70	W #3 (to be a tutor) #14 (brother works at DeMotte Library)	6/20/2014 11:02 AM
71	R	6/19/2014 7:18 PM
72	R	6/19/2014 2:26 PM
73	* note next to age "WHAT EVER" R	6/19/2014 2:21 PM
74	R	6/19/2014 2:18 PM
75	R	6/19/2014 2:11 PM
76	sometimes you carry one book for a book series and not the others. such as I had read Born Wicked and the next book would have been Star Cursed but none of the libraries carry it. R	6/19/2014 2:07 PM
77	W	6/19/2014 1:33 PM
78	W	6/19/2014 1:26 PM
79	W	6/19/2014 1:24 PM
80	W	6/19/2014 10:04 AM
81	W	6/19/2014 9:57 AM
82	R	6/18/2014 2:01 PM
83	R	6/18/2014 2:00 PM
84	R	6/18/2014 1:06 PM
85	many people need to know what stuff is coming up so put it in newspapers or fliers on post lines. R	6/18/2014 12:10 PM
86	I really like this public library. It's a great place with really friendly people. R	6/18/2014 11:42 AM
87	W	6/18/2014 11:32 AM
88	I would like to see more handicap spaces at least 3 or 4. We used to have more. I would love someone to call me & tell me why they aren't doing this. I've asked for this befor - I can't walk up hills etc. Bonnie Fox 987-5125 We only have one car or I would come more often.	6/18/2014 10:23 AM
89	R	6/17/2014 7:24 PM
90	N/A (Scratched out) I believe that Jasper County Public Library is doing a great job and I think that they are great with people and kids. :-) Thank you: for your (last two words scratched out) R	6/17/2014 7:12 PM
91	R	6/17/2014 6:22 PM
92	R	6/17/2014 6:19 PM
93	You should have more movies that have just came out.	6/17/2014 6:07 PM
94	R	6/17/2014 6:03 PM
95	R	6/17/2014 5:39 PM
96	(entered by dyh Dem)	6/17/2014 3:53 PM
97	(entered by dyh Dem)	6/17/2014 3:40 PM
98	Evie rocks! Excited to see you at Wheatfield and use your children's librarian experience to increase usage.	6/16/2014 10:20 PM
99	We love Library LEGOs!	6/16/2014 9:00 PM
100	I'm not sure	6/16/2014 5:09 PM
101	Entered by dyh Dem	6/16/2014 3:15 PM
102	Q 18 both 11 and under and 60 and over were marked. R	6/16/2014 1:04 PM

2014 Jasper County Public Library User Survey

103	We would like to see the early reader sections/ along with young to teen reader sections sep. by lexiles as this is how Indiana standards ar sep when reading etc. (It is difficult to find the appropriate reading selections). 1.) with during summer after it. R	6/16/2014 12:58 PM
104	R	6/14/2014 4:24 PM
105	Questions 1 and 9 need more choices...perhaps once every 6 wk, and/or once every 2-3 months too.	6/13/2014 9:51 PM
106	R	6/13/2014 4:30 PM
107	its just fine thanks! R	6/13/2014 3:39 PM
108	The librarians in Rensselaer are some of the nicest, sweetest people I've ever dealt with. I wish here were more people in the world like that... R	6/13/2014 3:35 PM
109	everything is good thanks! with a heart R	6/13/2014 3:27 PM
110	I feel that more and more our library serves an increased function as a place for social contact and a place for members of the community to grow intellectually as well as socially. The staff is always welcoming and accomodates every patron's and group's needs.	6/13/2014 12:44 PM
111	# 16 Response- My Nook is too old to load using library's program. We tried twice :(R	6/13/2014 10:11 AM
112	R	6/12/2014 7:35 PM
113	R	6/12/2014 7:34 PM
114	* Great place to be! Thank you! R	6/12/2014 7:32 PM
115	R	6/12/2014 7:30 PM
116	R	6/12/2014 7:26 PM
117	r	6/12/2014 7:15 PM
118	I really like the Library! r	6/12/2014 7:13 PM
119	r	6/12/2014 7:10 PM
120	R	6/12/2014 7:08 PM
121	R	6/12/2014 5:39 PM
122	*-next to question 9 written in "Haven't used it" R	6/12/2014 5:37 PM
123	By renting ipad or stuff like that R	6/12/2014 4:06 PM
124	R	6/12/2014 2:59 PM
125	R	6/12/2014 2:56 PM
126	entered by dyh Dem	6/11/2014 4:01 PM
127	You do a great job! entered by dyh Dem	6/11/2014 3:58 PM
128	It is always a pleasure to see Kim D. at the Demotte Library. She is always friendly, witty, helpful, and a joy to be around. As are most of the other employees. Entered by dyh Dem	6/11/2014 3:46 PM
129	Under Q. 9 Never. I don't have a computer. R	6/11/2014 12:50 PM
130	R	6/11/2014 12:35 PM
131	Rensselaer Library has helped me when I've needed direction & help. R	6/11/2014 12:30 PM
132	Everyone on staff is helpful and informed - Thank You!	6/10/2014 1:00 PM
133	Buying Movies in blueray only is disappointing :(	6/9/2014 6:17 PM
134	I am a retired educator in Lang Arts & this is by far the greatest, most knowledgable & compasionate staff I have encountered.	6/9/2014 4:08 PM
135	R	6/9/2014 12:49 PM
136	Love my library!	6/9/2014 12:42 PM
137	R	6/9/2014 12:38 PM

2014 Jasper County Public Library User Survey

138	nothen really everyone is really nice and helpfull	6/7/2014 3:38 PM
139	R	6/6/2014 12:27 PM
140	R	6/6/2014 12:16 PM
141	R	6/6/2014 12:11 PM
142	We moved out "to the country" and were dreading not having a good library to go to. Thanks for being out this way! We really appreciate having a good library to go to.	6/5/2014 7:59 PM
143	I think you guys rock.	6/5/2014 5:46 PM
144	r	6/5/2014 1:35 PM
145	R	6/5/2014 1:33 PM
146	None you guys do a great Job! R	6/5/2014 1:30 PM
147	We love the Library! R	6/5/2014 1:28 PM
148	r	6/5/2014 1:25 PM
149	R	6/5/2014 1:23 PM
150	Good Job	6/4/2014 5:22 PM
151	I think all is good R	6/4/2014 5:15 PM
152	More classic & christian fiction for children & young adults. R	6/4/2014 2:22 PM
153	R	6/4/2014 2:17 PM
154	R	6/4/2014 2:14 PM
155	R	6/4/2014 2:11 PM
156	R	6/4/2014 2:08 PM
157	R	6/4/2014 2:05 PM
158	R	6/4/2014 2:03 PM
159	R	6/4/2014 9:53 AM
160	All staff are friendly and helpful at every library location in the system. Keep up the good work!	6/3/2014 8:48 PM
161	R	6/3/2014 2:57 PM
162	R	6/3/2014 2:53 PM
163	R	6/3/2014 2:49 PM
164	R	6/3/2014 2:39 PM
165	R	6/3/2014 2:35 PM
166	R	6/3/2014 2:33 PM
167	R	6/3/2014 2:30 PM
168	R	6/3/2014 2:26 PM
169	R	6/3/2014 2:17 PM
170	R-Better content quality of mat'ls.	6/3/2014 2:10 PM
171	R	6/3/2014 12:36 PM
172	R	6/3/2014 12:33 PM
173	R	6/3/2014 12:31 PM
174	R	6/3/2014 12:28 PM
175	R	6/3/2014 12:25 PM

2014 Jasper County Public Library User Survey

176	R-I couldn't say enough good about the library if I had a week to write- and a notebook to fill. I think we are blessed to have such a fine and forward-looking facility with a wonderful staff. Just keep doing what your doing!	6/3/2014 12:21 PM
177	R	6/3/2014 12:08 PM
178	Get newer CD's to check out. (Hunter Hayes's new CD)	6/2/2014 7:52 PM
179	I don't know how to check out ebooks. It would be nice if you could show people how to do that	6/2/2014 12:50 PM
180	It would be helpful to re-check out DVDs once pending there is no one waiting for it. We will get a DVD of a tv show and not watch all of the episodes. We have to go through hoops to check it out again when no one else is waiting for it.	6/2/2014 10:53 AM
181	I would like to be able to request books by my favorite authors.	6/2/2014 8:10 AM

Director's Report July 2014

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for review in August – Food, Tobacco, Drug, and Alcohol Policy and Walking Books Policy. Revisions are recommended to both. Please see R 10 & R 12. We have revised Food, Tobacco, Drug, and Alcohol Policy to be in keeping with our Behavior Policy which was revised last year to address e-smoking. We revised the language about entertainment video due dates in the Walking Book Policy to better reflect how these due dates typically work. Since we deliver and pick up items for homebound patrons we tweak the due dates in keeping with when staff can make the deliveries and pick up items. **If you approve the Consent Agenda items, you will approve revising the Food, Tobacco, Drug, and Alcohol Policy and Walking Books Policy as presented.**

General Business:

General Milroy Collection - Artifacts for Restoration: Our General Milroy Collection is a unique collection of Civil War-related correspondence and artifacts. We are honored to be stewards of this unique collection and do our best to preserve and maintain this collection for our community and future generations. We have the opportunity to take two of our artifacts, a Valentine's Day Card and a Map of the Battlefield of the Cedars, Tennessee, to the Indiana State Library for some much needed conservation work. Rebecca Shindel, Conservator for the Indiana State Library has agreed to do some conservation work on these two items. If the board approves, we will schedule a time to take the items to the State Library so that they may look them over, assess the necessary treatment, fit them into their workflow, and give us a projected timeframe for completion. Rebecca will provide photographic records of before, during, and after treatments along with a brief condition and treatment report. This is the same approach she uses for State Library special collections. We think this is a wonderful opportunity to have a trained conservator assist us with this special collection. Board approval is needed to take these items to the State Library for treatment.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium.** We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. A board vote is required.

Rensselaer Library Re-Roof Project: The re-roof project progressed efficiently and professionally throughout July. At the close of the month, the bulk of the work was complete. I will provide a progress report, perhaps a final report, at our August meeting.

Director's Report:

I have placed a summary of our User-Non User Survey in your packet. Please see R 14 This is a summary of all responses and comments. We will be using this information as we draft our next Long Range Plan.

Rensselaer Library received their new, replacement furniture in July. Staff is happy to be rid of tables and boxes and disarray in their offices. It took many days to unpack items and set up workspaces, but things look and feel great!

The Board of Brick Street Poetry Inc. invited our library to participate in their Bicentennial Commission approved 'Birthday Book' Project. In 2016, the State of Indiana will celebrate its bicentennial. In honor of this event, the Indiana Bicentennial Commission is creating a 'Birthday Book' of poetry. Each county in the state will submit five poems which best capture the history and spirit of that county. We have invited community members to mail, email, or hand-deliver their poem to any location of the Jasper County Public Library for consideration. Poems may be up to 40 lines and should have a subject and theme of Jasper County, Indiana. The five best poems will be chosen by a panel of community judges and sent off to Indianapolis for submission and final judging by Brick Street Poetry. Their choice of the best poem will be added to the 'Birthday Book' and will represent Jasper County. We are excited to facilitate this event.

An Ivy Tech student will complete a Practicum at the Rensselaer Library this fall, working with Librarians, Linda Poortenga and Rebecca Amalong. She looks forward to experiencing cataloging, processing, inventory, scanning, indexing, weeding, and genealogy/local history work. She wants to become familiar with both Public and Technical Services departments.

As we close out the month of July we have quite a few open library positions due to promotions, career opportunities for new college graduates and others, and individuals moving away from Jasper County. This creates some stress for department heads as it takes a lot of energy to interview, hire, and train new personnel. Staff does a great job working together to serve patrons during times of staff shortages.

System Administrator News

Sheila reports, "I contacted Bob Hyde at KVHS to discuss their one-to-one initiative. Grades 9-11 will receive Chromebooks and Grade 12 will receive Lenova notebooks. He is in the process of preparing his presentation for the

students for next week, and will be sure to include our libraries as WiFi spots. I told him [about] our bandwidth at each library...I also asked if he would mention to his students the etiquette of using our external building outlets and being sure to close the cover of the outlet when finished so that rain doesn't ruin the outlet. He seemed happy that I called and eager to work with us to better serve our student patrons."

Arrgh! Update: 6 Service Requests opened; 10 closed; Geocache Update: 2 new finds for Rensselaer; and 1 new find for DeMotte.

Technical Services News

Becky reports, "Big news: Our desks were finally delivered. We spent one day clearing out our spaces, and the next day our desks were delivered and assembled. Everyone is happy with the outcome, and it is such a pleasure to have good working spaces again...sadly, when Becky's shelves were delivered, they had to be refused because they were dented. Come on Demco! Please get it right next time!"

Becky continues, "Next month we will welcome Virginia Salyer into Tech Services for work on her Practicum. We are looking forward to teaching her about cataloging in the "real world". Becky and Linda Poortenga had several meetings with her to iron out how work will be divided between T[ech] and Public Services."

DeMotte Library News

Brenda reports, "The library is buzzing with scientists and readers. We have had large snakes, stories, and lots of children. We are winding down to the last week of summer reading. Karla, our children's person, has done a wonderful job with Evie leaving to take the Wheatfield position."

Library Assistant, Yvonne reports, "The [Oak Grove] Book Club is listening to 'Granddad, Tell Me a Story' by Indiana author George Johnson of Rensselaer. We are nearing the end of this book. We all agree that it has been a pretty good book...The Travelling Free Read Program has turned out to be a great outreach program. Both staffs at the Health Club and the Laundromat look forward to our book deliveries each month."

Rensselaer Library News

Linda reports, "Wrapping up Summer Reading this month, totals next month for adults, as it wraps up August 4th! Staff continues to do a stellar job with SRP work and ideas! Mel offered some creative food and bracelet programs in addition to the upcoming Sliming Event of Jamie. Nancy performed story time at the 4-H fair, and Nancy will provide activities at the Children's Night at the

Farmer's Market. Our Friends of the Library manned a non-profit booth at the 4H fair to promote the Friends' of the Library. They gave away library brochures, bookmarks, and previous years overstock of SRP prizes."

Jamie reports, "Summer Reading has been a great success this year. The level of excitement that the kids have shown us has been very encouraging! The kids have shown a great interest in science which has really helped our numbers out tremendously. Our outdoor science lab was a great success thanks in part to a malfunction that we experienced with our Mentos and Diet Coke experiment. My leg was drenched in diet coke but I was able to mostly escape. The kids and parents thought it was hilarious!"

Wheatfield Library News

Evie is off to a great start at Wheatfield. She reports, "What an exciting first month at Wheatfield! ... The staff have been excellent in helping me transition and informing me of how things are done "around here." They have helped with programs, including the monthly movie, book discussion, health screenings, and Friends of the Library meeting. Everyone has remained busy placing book orders, going AV shopping, creating new displays, processing, cleaning, and repairing materials, updating reader's advisory resources, and working at the circulation desk."

She continues, "Rachael and Carolynn wrapped up another successful year of Summer Reading for both the kids and the teens. Approximately 275 kids/teens participants participated! Rachael has sent out thank-you letters to all organizations that donated to the programs, and Carolynn has uploaded a number of pictures to Flickr and the local newspaper. Kudos to Rachael and Carolynn for all their hard work planning, organizing, and hosting these events."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

July 31, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$166,214.08	\$1,222,116.32	\$79,714.65	\$1,253,003.18	\$571,832.49
Public Library Access Card Fund	\$50.00	\$50.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$10,367.43	\$2,299.30	\$8,205.58	\$2,050.00	\$10,639.26	\$12,801.11
DeMotte	\$2,634.29	\$858.51	\$2,430.92	\$0.00	\$3,317.79	\$3,521.16
Rensselaer	\$5,438.24	\$807.19	\$2,921.72	\$2,050.00	\$4,194.22	\$6,710.74
Wheatfield	\$2,294.90	\$633.60	\$2,852.94	\$0.00	\$3,127.25	\$2,569.21
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$0.00	\$26.32	\$204.66	\$309,895.45
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$324,052.00	\$0.00	\$172,352.94	\$22,594.89
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$1,461.00	\$10,227.00	\$0.00	\$0.00	\$134.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.53	\$4,244.55	\$1,266,564.43
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$10.99	\$83.92	\$83.58
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$97.68	\$97.68	\$97.68
Insurance Settlement Fund	\$0.00	\$29,897.21	\$255,158.73	\$14,229.09	\$284,389.20	\$29,230.47
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,942.80	\$54,683.06	\$7,942.80	\$54,683.06	\$0.00
FICA Tax Collected	\$0.00	\$7,192.06	\$50,557.31	\$7,192.06	\$50,557.31	\$0.00
State Tax Collected	\$3,131.91	\$3,361.38	\$22,965.21	\$3,352.11	\$23,185.36	\$3,352.06
County Tax Collected	\$2,403.50	\$2,615.37	\$17,831.91	\$2,606.96	\$18,035.42	\$2,607.01
Deferred Comp.	\$0.00	\$1,890.00	\$21,212.40	\$1,890.00	\$21,212.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,724.46	\$23,425.63	\$2,711.85	\$23,412.53	(\$18.82)
Employee Life Insur.	(\$0.36)	\$198.48	\$1,400.36	\$198.48	\$1,400.72	\$0.00
Employee INPRS	\$0.00	\$2,834.01	\$19,969.39	\$2,789.76	\$19,925.16	(\$44.23)
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$228,680.15	\$2,062,113.87	\$124,816.28	\$1,947,475.96	\$2,536,713.88

Bank Balances
Jasper County Public Library
Report as of: 7/31/14

<i>Bank</i>		
1	Alliance Bank	\$1,015,661.79
2	Demotte State Bank	\$10,877.55
4	PNC Bank	\$9,904.54
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$500,000.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
<i>Total all banks =</i>		<i>\$2,536,713.88</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/14 To 7/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$37,063.04	\$25,981.96	58.8
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$86,633.95	\$615,792.56	\$438,761.44	58.4
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,525.18	\$29,639.41	\$37,538.59	44.1
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,192.07	\$50,557.54	\$40,077.46	55.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$761.06	\$3,269.21	\$250.79	92.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,611.66	\$60,993.11	\$43,057.89	58.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$9,566.70	\$62,597.03	\$116,536.97	34.9
Subtotal	\$1,562,117.00		\$1,562,117.00	\$122,596.36	\$859,911.90	\$702,205.10	55.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$635.59	\$3,033.96	\$4,966.04	37.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$920.32	\$3,192.60	\$3,307.40	49.1
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$259.89	\$3,124.89	\$4,875.11	39.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$85.70	\$85.70	\$914.30	8.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$44.27	\$155.73	22.1
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$302.44	\$1,697.56	15.1
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$537.75	\$6,479.01	\$8,470.99	43.3
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$2,439.25	\$16,568.72	\$25,181.28	39.7
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$532.00	\$1,598.75	\$3,401.25	32.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$2,010.00	\$7,223.82	(\$2,223.82)	144.5
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$26.00	\$11,759.75	\$9,426.25	55.5
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$328.25	\$2,213.53	\$1,986.47	52.7
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$10.26	\$1,107.05	\$1,892.95	36.9
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,177.17	\$7,895.02	\$12,104.98	39.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$90.43	\$5,734.75	\$2,265.25	71.7
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$249.69	\$850.24	\$949.76	47.2
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$0.00	\$0.00	\$58,440.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$310.89	\$489.11	38.9
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$732.99	\$732.99	\$767.01	48.9
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$18,240.18	\$10,259.82	64.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$881.59	\$18,763.20	\$11,236.80	62.5
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$8,737.73	\$48,348.59	\$36,651.41	56.9
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$283.40	\$1,970.23	\$29.77	98.5
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$490.42	\$3,442.98	\$2,257.02	60.4
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$3,733.18	\$24,910.45	\$33,089.55	42.9
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$1,041.15	\$1,041.15	(\$161.15)	118.3
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$210.65	\$439.35	32.4
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,483.70	\$316.30	88.7
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$21.50	\$521.50	\$0.00	\$21.50	\$500.00	4.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$5,823.19	\$72,766.70	\$32,581.30	69.1
Subtotal	\$561,324.00	\$21.50	\$561,345.50	\$26,157.40	\$235,066.12	\$326,279.38	41.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$333.30	\$2,804.58	\$36,929.42	7.1
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$12,126.37	\$72,389.91	\$77,610.09	48.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$411.48	\$12,012.26	\$12,987.74	48.0
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$2,052.24	\$16,538.15	\$40,374.85	29.1
Subtotal	\$271,647.00		\$271,647.00	\$14,923.39	\$103,744.90	\$167,902.10	38.2
Grand Total	\$2,436,838.00	\$21.50	\$2,436,859.50	\$166,116.40	\$1,215,291.64	\$1,221,567.86	49.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 101 PUBLIC LIBR. ACCESS CAR
Jasper County Public Library

Report Date: From 7/1/14 To 7/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2. Supplies							
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	(\$100.00)	0.0
Subtotal	\$0.00		\$0.00	\$50.00	\$100.00	(\$100.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	(\$100.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 7/1/14 To 7/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,461.00	\$10,227.00	(\$10,227.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,461.00	\$10,227.00	(\$10,227.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,461.00	\$10,227.00	(\$10,227.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 196 INSURANCE SETTLEMENT F
Jasper County Public Library

Report Date: From 7/1/14 To 7/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$270.19	(\$270.19)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$29,764.96	\$34,548.94	(\$34,548.94)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$32.26	\$8,494.38	(\$8,494.38)	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$99.99	\$399.96	(\$399.96)	0.0
Subtotal	\$0.00		\$0.00	\$29,897.21	\$43,443.28	(\$43,443.28)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$29,897.21	\$255,458.70	(\$255,458.70)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List
Jasper County Public Library

Report Date: From 7/1/14 To 7/31/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33143	498	AARON'S LAWN CARE	7/14/14	Mowing and edging	\$840.00
33144	499	ACE HARDWARE	7/14/14	Padlock, bolt eye, nuts	\$20.94
33145	500	ALCO STORES, INC.	7/14/14	First Friday Storytime supplies	\$19.10
33146	501	ALLIED WASTE SERVICES #71	7/14/14	Wh: Trash Service- July 2014	\$57.38
33147	502	ANTHEM BLUE CROSS BLUE	7/14/14	Health Ins. Premiums- July 2014, 16 employees	\$11,084.26
33148	503	ANTHEM LIFE	7/14/14	Life Ins. Premiums-July 2014	\$98.28
33149	504	AVC TECHNOLOGY CORPORA	7/14/14	2014 Annual Financial Computer Support	\$1,440.00
33150	505	BAKER & TAYLOR	7/14/14	Books, Continuations, AV, Auto. Yours	\$9,265.66
33151	506	BAKER & TAYLOR ENTERTAIN	7/14/14	DVDs	\$107.13
33152	507	BLUETARP FINANCIAL, INC	7/14/14	Tubing, masking tape, plastic tape, wire rope clips, 36in door sweep, nylon walboard anchor w/screws, faucet, screws, blue towel roll	\$133.88
33153	508	BUSINESS CARD	7/14/14	Summer Reading prizes, vacuum parts, display wall accessories, cricut machine, Budget workshop expenses, DLGF workshop expenses, staff anniversary gift card, Survey Monkey subscription, Next Issue subscription	\$1,896.11
33154	509	CARROT-TOP INDUSTRIES, IN	7/14/14	100ft flag pole rope	\$85.70
33155	510	CAVENDISH SQUARE PUBLIS	7/14/14	Books	\$20.95
33156	511	CDW GOVERNMENT	7/14/14	Belkin micro ac charger	\$29.31
33157	512	CEREBELLUM CORPORATION	7/14/14	DVDs	\$294.28
33158	513	COVENTRY HOUSE PUBLISHI	7/14/14	Books	\$18.90
33159	514	CRESTLINE SPECIALTIES, INC	7/14/14	Key lights	\$229.34
33160	515	CULLIGAN WATER CONDITIO	7/14/14	Wh: Water Cooler Rental-July 2014, 5-gallon drinking water- 10	\$79.45
33161	516	D & S COMPUTER SERVICES	7/14/14	Hosting 3rd quarter 2014	\$120.00
33162	517	DELL MARKETING L.P.	7/14/14	Color Printer	\$303.99
33163	518	DELTA DENTAL	7/14/14	Dental Ins. Premiums- July 2014, 16 employees	\$477.78
33164	519	DEMCO	7/14/14	Book pockets, disc repair machine, buffing pad, sanding pad, polishing compounds	\$409.27
33165	520	DONNA BARKO	7/14/14	Mileage 5/6-6/24/14: deposits, post office, drop off board packets	\$21.84
0	521	PAYROLL	7/10/14	PAYROLL	\$48,668.78
33166	522	ENA SERVICES LLC	7/14/14	Internet Service- June 2014	\$1,461.00
33167	523	EVELYN BRISTOL	7/14/14	Mileage 2/24-5/30/14: Positivity Committee meeting, Reality Store, User Survey meeting, Interview, Management meeting, Scholastic Warehouse sale	\$138.88
33168	524	FAEGRE BAKER DANIELS LLP	7/14/14	Legal Assistance on personnel matters	\$532.00
33169	525	FLEX-PAC INC	7/14/14	Paper towel rolls, toilet paper, m-folds, hand soap	\$466.77
33170	526	GALE/CENGAGE LEARNING	7/14/14	Books, Continuations	\$363.97
33171	527	GAYLORD BROS.	7/14/14	Foil back labels, graphic novel labels	\$277.70
33172	528	GOODWIN FIRE EQUIPMENT, I	7/14/14	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$936.15
33173	529	HERITAGE OFFICE PRODUCT	7/14/14	Wh: Copier service	\$105.00
33174	530	HP PRODUCTS	7/14/14	Trash bags, carpet shampoo, glass cleaner, toilet bowl cleaner	\$308.69
33175	531	INDIANA STATE LIBRARY	7/14/14	Info Express Delivery Services, 2 days/week	\$300.00
33176	532	INFOGROUP	7/14/14	Continuations	\$620.00
33177	533	JAMIE JONES	7/14/14	Summer Reading Supplies	\$16.42
33178	534	JANWAY COMPANY USA, INC.	7/14/14	Key Ring Purses	\$503.65
33179	535	KIM DELGER	7/14/14	Book Discussion Dinner expenses	\$75.00
33180	536	KIRBY RISK CORPORATION	7/14/14	T&B CKMU, 3 1/4 DP	\$89.63

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33181	537	BRIAN ORBAN	7/14/14	Wh: Spring sprinkler system setup, repair one sprinkler head	\$445.00
33182	538	LINDA POORTENGA	7/14/14	Mileage 5/24-6/20/14: deposit, interviews, supply shopping, Chamber meeting, B2B meeting	\$73.58
33183	539	MELISSA J. WIDNER	7/14/14	Mozzarella Cheese Program supplies	\$11.83
33184	540	MYSTIC DRUMZ	7/14/14	Summer Reading Performer	\$400.00
33185	541	NIPSCO	7/14/14	Wh: Gas & Electric Service 6/2-7/1/14	\$2,118.75
33186	542	NITCO	7/14/14	DeM: Local Phone & Fax Service July 2014	\$163.54
33187	543	OFFICE DEPOT	7/14/14	Copy paper, filament tape	\$385.88
33188	544	PATTY STRINGFELLOW	7/14/14	Mileage 6/25-6/26/14: Budget Workshop, IN Standards Taskforce meeting	\$138.32
33189	545	PENWORTHY COMPANY	7/14/14	Books	\$2,390.01
33190	546	PRECISION CONTROL SYSTE	7/14/14	DeM: replaced left bank/east condensor fan motor; disabled alarm printing, changed schedule for AHV to start at 6am, adjusted VAV 6, 15, 16, & 20 setups; air handler not running in normal drive operation, fuse for drive bad, removed power to drive, left in bypass operation; Rens: Conference room hot, chiller in alarm, increased airflow to conference room	\$1,603.28
33191	547	QUILL CORPORATION	7/14/14	Stamp pads, binder clips, colored copy paper, washable markers, toner cartridges, counterfeit detector pens, gel wrist rest	\$166.27
33192	548	RECORDED BOOKS, INC	7/14/14	Audiobooks	\$667.60
33193	549	RENSSELAER CHAMBER OF C	7/14/14	Luncheon Meetings: Feb, April, June 2014	\$30.00
33194	550	RMC IMAGING, INC	7/14/14	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/28/14-7/27/15	\$1,657.50
33195	551	ROEING CORP.	7/14/14	Computers (flood replacements), Vmware vSphere v.5.0 essentials kit	\$5,024.99
0	552	SAGE PAYMENT SOLUTIONS	7/14/14	Merchant Processing Fees- June 2014, PCI compliance annual fee (automatic withdrawal on 7/2/14)	\$284.40
33196	553	STANDARD & POOR'S CORP.	7/14/14	Continuations	\$243.75
33197	554	STERLING COMPUTERS	7/14/14	Computers (flood replacements)	\$26,236.97
33198	555	SVT, LLC	7/14/14	Management meeting expenses, Summer Reading program supplies	\$49.55
33199	556	TRUGREEN PROCESSING CE	7/14/14	DeM: Tree & Shrub service, apple scab treatment; Rens: Tree & Shrub service	\$249.20
33200	557	VISION SERVICE PLAN- (IN)	7/14/14	Vision Ins. Premiums- July 2014, 16 employees	\$209.85
33201	558	WAL-MART COMMUNITY/GEC	7/14/14	Summer Reading prizes, children's supplies, wall clock, floor protectors, staff anniversary gift card, survey expenses, batteries, cd player, DVDs, CDs	\$810.27
33202	559	WASTE MANAGEMENT	7/14/14	DeM: Trash Service- July 2014	\$81.40
33203	560	YVONNE DEL VECCHIO	7/14/14	Mileage 5/1-6/26/14: deliver newsletters, Walking Books delivery, book club, recycling	\$50.12
33204	561	ZIESE PLUMBING, HEATING, &	7/14/14	Rens: Turn on outside water hydrants on east and west sides, reinstall exterior hydrant vacuum breakers	\$230.00
0	562	BILL HROMADA	7/10/14	Courier Mileage: 6/16/14-6/30/14 (Conf. # 136)	\$381.92
0	563	GREAT-WEST RETIREMENT S	7/10/14	Annuity Contributions withheld 7/10/14 Payroll (Conf. #138)	\$945.00
0	564	INDIANA DEPARTMENT OF RE	7/10/14	State & County Taxes withheld June Payrolls (Ref. #90783)	\$5,976.75
0	565	INPRS fbo PERF	7/10/14	INPRS Contributions 7/10/14 Payroll	\$5,856.19
0	566	IRS USA TAXPAYMENT	7/10/14	Federal Withholding, Medicare, & FICA withheld 7/10/14 Payroll (Acknowledgement# 61467898)	\$11,650.10
0	567	TOWN OF DEMOTTE	7/10/14	DeM: Water & Sewer Service- June 2014 (Conf. #135)	\$167.64
0	568	TOWN OF WHEATFIELD	7/10/14	Wh: Sewer Service- July 2014 (Conf. #137)	\$56.65
0	569	ALLIANCE BANK	7/14/14	Direct Deposit Fees- June 2014; Annual Fee	\$77.20
33205	570	CENTURYLINK	7/14/14	Long Distance Phone Service- June 2014	\$1.94
33206	571	FINDAWAY WORLD, LLC	7/14/14	Playaway Views (flood replacement)	\$99.99
33207	572	INDIANA DEPT. OF WORKFOR	7/14/14	2nd Quarter 2014 Unemployment Compensation Pymt	\$761.06
33208	573	INDIANA STATE LIBRARY	7/14/14	PLAC Sales 2nd Qtr 2014 (#068255)	\$50.00

Printed on Monday, August 04, 2014

Page 2 of 4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33209	574	KONE, INC.	7/14/14	Dem: Quarterly Elevator Maintenance Agreement- 7/1-9/30/14	\$393.39
33210	575	KV POST NEWS	7/14/14	Rens: Newspaper subscription 7/29/14-7/28/15 Acct# 0046755	\$59.00
33211	576	THE LOCK DOCTOR	7/14/14	Wh: Retrofit front entrance panic exit device to keep it in the locked/unlocked position	\$155.00
33212	577	MOHLER ARCHITECTS, P.C.	7/14/14	Rens. Re-roof Project: pre-construction meeting & coordination, construction meeting & coordination	\$1,610.00
33213	578	NIPSCO	7/14/14	DeM: Gas & Electric Service 6/5-7/7/14	\$3,832.60
33214	579	OFFICE DEPOT	7/14/14	Double-stick tape, notebook paper, DVD folders, highlighters, binder clips	\$69.53
33215	580	PATTY STRINGFELLOW	7/14/14	NW Directors Meeting expenses	\$4.75
33216	581	PEGGY WOODS	7/14/14	Mileage 4/3-6/25/14: AV shopping, returns	\$11.31
33217	582	RAYANN GILMORE	7/14/14	DeM Petty Cash: postage, book	\$20.26
33218	583	TRUGREEN PROCESSING CE	7/14/14	Wh: Ornamental Bed Weed Control	\$210.70
33219	584	UNIQUE MANAGEMENT SERVI	7/14/14	Collections: Initial/Secondary Placements- June 2014	\$53.70
33220	585	USA TODAY	7/14/14	Rens: Newspaper subscription 8/8/14-8/7/15 Acct# 4243565	\$293.48
0	586	PAYROLL	7/25/14	PAYROLL	\$47,796.09
0	587	AFLAC	7/25/14	Supplemental Insurance - July 2014 (Conf. #139)	\$619.47
0	588	BILL HROMADA	7/25/14	Courier Mileage 7/1-7/15/14 (conf# 141)	\$347.20
0	589	CENTURYLINK	7/25/14	WH: Local Phone Service July 2014 (Conf #144)	\$114.63
0	590	CENTURYLINK	7/25/14	WH: Fax Service July 2014 (Conf. # 143)	\$48.14
0	591	CITY OF RENSSELAER	7/25/14	RENS: Utilities 6/9/14 - 7/8/14 (Conf. #140)	\$4,009.22
0	592	GREAT-WEST RETIREMENT S	7/25/14	Annuity Contributions withheld 7/25/14 Payroll (Conf. #145)	\$945.00
0	593	INPRS fbo PERF	7/25/14	INPRS Contributions 7/25/14 Payroll	\$5,589.48
0	594	IRS USA TAXPAYMENT	7/25/14	Federal Withholding, Medicare, & FICA withheld 7/25/14 Payroll (Acknowledgement# 40112475)	\$10,676.83
0	595	KV POST NEWS	7/25/14	WH: Newspaper subscription 7/29/14-7/28/15 Acct# 0047445 (Conf. # 142)	\$59.00
0	596	JASPER COUNTY PUBLIC LIB	7/30/14	Insurance Rebate Transfer A/R# 333	\$77.45
0	598	JASPER COUNTY PUBLIC LIB	7/30/14	Insurance Rebate Transfer A/R # 335	\$20.23

F4d

Warrant
Number

Claim

Number Name of Claimant

Date

Explanation

Total

Total Amount of Claims

\$228,680.15

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 04, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 11th day of August, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,533.90	\$18,195.76
DeMotte	\$923.06	\$6,894.02		
Rensselaer	\$868.66	\$6,418.52		
Wheatfield	\$742.18	\$4,883.22		
PHOTOCOPIES:			\$939.55	\$5,146.32
DeMotte	\$364.70	\$2,095.45		
Rensselaer	\$391.55	\$1,704.24		
Wheatfield	\$183.30	\$1,346.63		
INTEREST (Checking, Repurchase, CDs):.....			\$61.52	\$420.55
TAXES:			\$75,025.05	\$1,190,676.10
Property Tax	\$0.00	\$605,035.30		
LOIT	\$17,903.58	\$125,325.06		
License Excise Tax	\$0.00	\$52,903.56		
Financial Institution Tax	\$0.00	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$330,234.52		
Local Option/Property Tax Repl.	\$9,945.11	\$69,615.77		
TAXABLE SALES:-.....			\$6.94	\$271.47
REFUNDS:			\$1,147.69	\$38,292.98
Rebates/Refund	\$997.69	\$2,504.87		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$900.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$100.00		
Miscellaneous Receipts	\$0.00	\$4,706.11		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$79,714.65	\$1,253,003.18
PLAC FUND:-.....			\$0.00	\$50.00
GIFT FUNDS:			\$2,050.00	\$10,639.26
DeMotte	\$0.00	\$3,317.79		
Rensselaer	\$2,050.00	\$4,194.22		
Wheatfield	\$0.00	\$3,127.25		
LIB. IMPROV. RESERVE FUND:			\$26.32	\$204.66
Interest Earned	\$26.32	\$204.66		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$172,352.94
Property Tax	\$0.00	\$158,979.02		
License Excise Tax	\$0.00	\$11,710.79		
Financial Institution Tax	\$0.00	\$296.03		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.53	\$4,244.55
Interest Earned	\$3.53	\$4,244.55		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$8,399.00
SALES TAX:-.....			\$10.99	\$83.92
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$97.68	\$97.68
Interfund Transfer	\$97.68	\$97.68		
INSURANCE SETTLEMENT FUND			\$14,229.09	\$284,389.20
SUB-TOTAL (page 1).....			\$96,132.26	\$1,735,064.00

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WITHHOLDING ACCOUNT FUNDS:

			\$28,684.02	\$212,411.96
FIT Tax Collected	\$7,942.80	\$54,683.06		
FICA Collected	\$7,192.06	\$50,557.31		
State Tax Collected	\$3,352.11	\$23,185.36		
County Tax Collected	\$2,606.96	\$18,035.42		
Deferred Comp Plan	\$1,890.00	\$21,212.40		
Pre-tax Insurance Plans	\$2,711.85	\$23,412.53		
Life Insurance	\$198.48	\$1,400.72		
INPRS	\$2,789.76	\$19,925.16		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$124,816.28	\$1,947,475.96

Voucher List

Jasper County Public Library

Report Date: From 8/1/14 To 8/11/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	597	PAYROLL	8/11/14	PAYROLL	\$97.68
33221	600	AARON'S LAWN CARE	8/11/14	Mowing, edging, and midseason clean up	\$1,100.00
33222	601	ALLIED WASTE SERVICES #71	8/11/14	Wh: Trash Service- August 2014	\$57.38
33223	602	A.M. Best Company, Inc.	8/11/14	Continuations	\$171.25
33224	603	ANTHEM BLUE CROSS BLUE	8/11/14	Health Ins. Premiums- August 2014, 15 employees	\$8,512.22
33225	604	ANTHEM LIFE	8/11/14	Life Ins. Premiums- August 2014	\$91.08
33226	605	BAKER & TAYLOR	8/11/14	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$13,529.67
33227	606	BAKER & TAYLOR ENTERTAIN	8/11/14	DVDs	\$130.11
33228	607	BANK OF NEW YORK MELLON	8/11/14	Administrative Fee for 2004 Bond- July 1, 2013- June 30, 2014	\$787.50
33229	608	CARDINAL OFFICE PRODUCT	8/11/14	DeM: Quarterly maintenance agreement on work room copier 4/21-7/21/14	\$461.78
33230	609	CULLIGAN WATER CONDITIO	8/11/14	Wh: Water Cooler Rental-August 2014, 5-gallon drinking water- 8	\$65.95
33231	610	DEBORAH KRISTOFF	8/11/14	Mileage 4/12-7/24/14: Earth Day, ASK Meeting, D. Kooy Retirement Party, deposits, pick up book kit	\$69.89
33232	611	DELTA DENTAL	8/11/14	Dental Ins. Premiums- August 2014, 15 employees	\$375.34
33233	612	DIANE OPOLSKI	8/11/14	Mileage 3/4-7/24/14: Web Presence Committee Meeting, Positivity Meeting, AV Shopping	\$72.24
33234	613	DREW JACKSON	8/11/14	Patron refund on item that was overpaid.	\$39.95
33235	614	EMILY DURAN	8/11/14	Mileage 7/18-7/24/14: Eat That Cookie speaker, AV Shopping	\$82.32
33236	615	ENA SERVICES LLC	8/11/14	Internet Service- July 2014	\$1,461.00
33237	616	FAEGRE BAKER DANIELS LLP	8/11/14	Legal Assistance on personnel matters	\$228.00
33238	617	FLEX-PAC INC	8/11/14	Paper towel rolls, m-folds	\$142.56
33239	618	GALE/CENGAGE LEARNING	8/11/14	Books	\$334.63
33240	619	HAMSTRA BUILDERS, INC.	8/11/14	Wh: Replaced 2 7.5 capacitors, found & replaced 2 blown breakers; Rens: Roof progress	\$50,523.26
33241	620	INDIANA LIBRARY FEDERATIO	8/11/14	2014 CYPD Conference registrations: R. Cavinder, K. Hausenfleck	\$540.00
33242	621	JAMIE JONES	8/11/14	Summer Reading program supplies	\$8.55
33243	622	JANWAY COMPANY USA, INC.	8/11/14	Stylus Pens	\$343.50
33244	623	LAURIE STEELE	8/11/14	Online Database (Read the Books) 7/1/14-6/30/15	\$940.00
33245	624	THE LOCK DOCTOR	8/11/14	Wh: Retrofit dogging lock down assembly hardware to VonDuprin panic exit device	\$392.60
33246	625	NATIONAL BUSINESS FURNIT	8/11/14	Replacement furniture (FLOOD)	\$16,064.88
33247	626	NETWISE RESOURCES	8/11/14	Rens & Wh staff copiers quarterly service agreement	\$844.53
33248	627	PATTY EENIGENBURG	8/11/14	Mileage 8/1/14: Work clerk hours at Wheatfield Library	\$4.48
33249	628	PATTY STRINGFELLOW	8/11/14	Mileage 7/7-7/17/14: Meet with Wheatfield Librarian, check curb construction at DeMotte Library, NWIN Director's Meeting, check facility vandalism at DeMotte Library, Management Meeting	\$141.12
33250	629	QUILL CORPORATION	8/11/14	File folder labels, kleenex, fine point markers, color copy paper, erasers, envelopes, wite-out, ink cartridges	\$237.88
33251	630	RACHAEL CAVINDER	8/11/14	Mileage 7/15-7/17/14: Storytime at the Fair, Management Meeting	\$31.36
33252	631	RELIABLE EXTERMINATORS, I	8/11/14	DeM: Exterior treatment	\$200.00
33253	632	RENSSELAER ROTARY CLUB	8/11/14	May & June 2014 dues & meals	\$88.00
33254	633	ROEING CORP.	8/11/14	APC SurgeArrest Outlets (FLOOD), Tech Maintenance Support Agreement (FLOOD)	\$4,154.75
33255	634	SVT, LLC	8/11/14	J. Jones Going Away Party expenses	\$19.96
33256	635	THOMSON REUTERS - WEST	8/11/14	Continuations	\$223.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33257	636	VISION SERVICE PLAN- (IN)	8/11/14	Vision Ins. Premiums- August 2014, 15 employees	\$171.91
33258	637	WAL-MART COMMUNITY/GEC	8/11/14	Summer Reading supplies, children's supplies, DVDs, CDs, cleaning supplies	\$578.09
33259	638	THE WASHINGTON TIMES	8/11/14	Rens: Newspaper subscription Acct# COUTJ208X	\$89.95
33260	639	WASTE MANAGEMENT	8/11/14	DeM: Trash Service- August 2014	\$81.40
0	640	PAYROLL	8/8/14	PAYROLL	\$53,610.45
33245	641	THE LOCK DOCTOR	8/11/14	Void Voucher#624, Check# 33245. Invoice shows sales tax.	(\$392.60)
33261	642	THE LOCK DOCTOR	8/11/14	Wh: Retrofit dogging lock down assembly hardware to VonDuprin panic exit device	\$380.00
33262	643	ACE HARDWARE	8/11/14	Screwdriver, roof nails, roof cement	\$6.98
0	644	ALLIANCE BANK	8/11/14	Direct Deposit Fees- July 2014	\$36.90
33263	645	BUSINESS CARD	8/11/14	Teen Summer Reading prizes, Teen Volunteer Party expenses, rubber stamps, Internet Librarian Conference registration, B2B expenses, Management Meeting expenses, books, DVDs, CDs, AV Shopping expenses, SurveyMonkey subscription, NextIssue subscription	\$5,702.18
33264	646	CENTURYLINK	8/11/14	Long Distance Phone Service- July 2014	\$6.92
33265	647	DONNA BARKO	8/11/14	Mileage 6/25-8/6/14: Bank deposits, Post Office, deliver board packets, new employee orientations	\$60.14
33266	648	HAINES & COMPANY, INC.	8/11/14	Continuations	\$355.50
33267	649	LINDA POORTENGA	8/11/14	Mileage 7/16-7/18/14: Overdrive meeting, Management meeting, B2B	\$87.36
33268	650	MOHLER ARCHITECTS, P.C.	8/11/14	Rens: Re-roof Project	\$2,044.75
33269	651	MOTION PICTURE LICENSING	8/11/14	Rens: Movie License 10/1/14-10/1/15	\$106.94
33270	652	NANCY PHILLIPS	8/11/14	China Program supplies	\$12.90
33271	653	NIPSCO	8/11/14	DeM & Wh: Gas & Electric Service	\$5,886.56
33272	654	OFFICE DEPOT	8/11/14	Copy paper, address labels, pencils, permanent markers, correction tape, contact paper, lined paper, sticky notes, envelopes, push pins, report covers	\$228.78
33273	655	POSTMASTER	8/11/14	Stamps	\$998.60
33274	656	RAYANN GILMORE	8/11/14	Mileage 6/10-8/4/14: Post Office, Walmart- exchange, bank deposits, Budget Workshop, Gateway/DLGF Workshop, Courthouse	\$73.30
0	657	SAGE PAYMENT SOLUTIONS	8/11/14	Merchant Processing Fees- July 2014, (automatic withdrawal on 8/4/14)	\$45.02
33275	658	TRUGREEN PROCESSING CE	8/11/14	DeM: Tree & shrub service	\$103.95
33276	659	UNIQUE MANAGEMENT SERVI	8/11/14	Collections: Initial/Secondary Placements- July 2014	\$161.10
33277	660	WHEATFIELD CHAMBER OF C	8/11/14	Sandhill Crane Festival 10x10 Booth	\$40.00
33278	661	WORLD BOOK INC.	8/11/14	World Book Online Reference database renewal	\$995.00

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$174,040.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 11, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$174,040.50

Date this 11th day of August, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 5/16/14 To 5/16/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	599	DELUXE BUSINESS CHECKS	5/16/14	Deposit Slips for Alliance Bank (automatic withdrawal 5/16/14)	\$105.49
Total Amount of Claims					\$105.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, August 08, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$105.49

Date this 11th day of August, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Sept

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 8, 2014, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update

General Business

Mark Nettle Presents - Eagle Scout Project Proposal
DeMotte Library (R 12)
2015 Budget Hearing (R 12)
Wheatfield Library Annual Report (R 12)
Rensselaer Library Re-Roof
Project Update (R12-R 13)

Action
Action
Information
Information

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 11, 2014
Rensselaer Library

Present: Jody Melton, Timothy Schultz, Janet Umlauf, Deana George, Patricia Stringfellow, Rayann Gilmore, Emily Duran

Absent: Mark Heinig, Janelle Harper, Natalie Waling

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports including a May claim for deposit slips, Food, Tobacco, Drug, and Alcohol Policy revisions, and the Walking Books Policy revisions were approved as presented on a motion by J. Melton, seconded by D. George. Motion passed.

General Milroy Collection Artifacts for Restoration: Our General Milroy Collection is a unique collection of Civil War-related correspondence and artifacts. We are honored to be stewards of this unique collection and do our best to preserve and maintain this collection for our community and future generations. We have the opportunity to take two of our artifacts, a Valentine's Day Card and a Map of the Battlefield of the Cedars, Tennessee, to the Indiana State Library for some much needed conservation work. Emily Duran, Genealogy Specialist, presented these two artifacts to the Board and explained the importance and rarity of these items. The Valentine's Day Card was done for General Milroy by a local in the South during the War. As far as we know, this is the only copy in existence. The map of the Battlefield of the Cedars, Tennessee is, as far as we know, also one of a kind. It is currently folded up and is in such fragile condition that it cannot be unfolded. The Indiana State Library has added a new lab for the conservation of paper and books. Rebecca Shindel, Conservator for the State Library, is willing to do some conservation work on these two artifacts for free. She will assess the necessary treatment, fit them into her workflow, and give us a projected timeframe for completion. Rebecca will also provide photographic records of before, during, and after treatments along with a brief condition and treatment report. The items would be hand delivered to the State Library to have the work done. This is a wonderful opportunity for us to get some much needed conservation work done and to learn about conserving our paper documents. D. George moved to allow these two artifacts to be hand delivered to the Indiana State Library for restoration, seconded by J. Melton. Motion passed.

Resolution to Continue in the Public Library Internet Consortium: In 2005 the Library joined the Public Library Internet Consortium. Annually, the Board is required to resolve to continue as a member. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. J. Melton moved to continue in the Consortium, seconded by D. George. Motion passed.

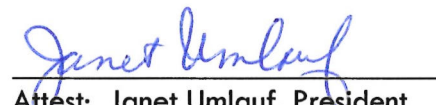
Rensselaer Library Re-Roof Project: The re-roof project is nearing completion. The shingling is done. Vents still need to be installed. We have noticed some discoloration on ceiling tiles, perhaps due to rain water when the roof system was open during construction. Discolored ceiling tiles will be replaced. Some discoloration was also noticed on the shingles on the east side of the building. It looks like sawdust. Harry will have a look at that concern when he visits our library for the next progress meeting. A change order has been created to reduce the roof contract by \$4000. The contract included contingency costs to allow for surprises that might crop up during the roofing process. Hamstra has indicated that, this far into the project, the contingency money will not be needed. Harry Mohler and Curt Albertson have both signed the change order. A representative

from the Library will also need to sign. T. Schultz moved to allow P. Stringfellow to sign the change order reducing the roof contract by \$4000, seconded by D. George. Motion passed.

Director's Report: P. Stringfellow explained that we received news today regarding the east parking lot at DeMotte Library that we lease from the school. The school is changing their parent drop-off route through the parking lot. The new route will bring the parent drop-off traffic through the parking lot directly behind the library building. Previously, this traffic had been farther away from the building. It appears that this traffic through the parking lot will occur 3-4 times a day, Monday-Friday. This change could make it more difficult for staff and patrons to get in and out of the parking lot during the times of day that parents are dropping kids off at school. After looking at the lease between the Library and the school for the use of the parking lot, it appears that the school may use the parking lot in this manner.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:33 PM.


Deana George, Secretary


Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
August 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	22	2	9	33
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNFIC)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	20	0	1	21
Blu-Ray (DBR)	165	1	0	166
Books on CD (DBKCD)	168	6	5	179
Books on Tape (DBKT)	4	0	0	4
Compact Disc (DCD)	177	13	3	193
Digital Audiobooks (DDA)	24	1	0	25
DVD (DDVD)	1521	15	7	1543
Equipment (DEQP)	73	0	0	73
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	35	0	0	35
Fiction (DFIC)	733	33	33	799
Fiction Fantasy (DFICF)	6	5	0	11
Fiction Mystery (DFICM)	50	10	1	61
Fiction New (DFICNEW)	402	11	10	423
Fiction Science Fiction (DFICSF)	7	1	0	8
Fiction Western (DFICW)	16	0	0	16
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	81	2	2	85
Hanging Bags (DHANG)	6	0	0	6
ILL (DILL)	49	3	0	52
Internet (DINTER)	1078	0	0	1078
Juv. Audio book (DJAUDB)	13	0	0	13
Juv. Biography (DJBIO)	28	0	9	37
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	2	0	36
Juvenile Easy (DJE)	651	23	4	678
Juv. Easy Non-fiction (DJENF)	65	3	0	68
Juv. Easy Reader (DJER)	441	3	91	535
Juv. Fiction (DJFIC)	474	8	3	485
Juv. Holiday books (DJHOL)	33	0	1	34
Juv. Magazine (DJMAG)	46	0	31	77
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	364	9	19	392
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	127	3	0	130

Large Print Fiction (DLPF)	267	20	0	287
Large Print Nonfic (DLPNF)	18	3	1	22
Magazine (DMAG)	720	11	1	732
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	25	1	1	27
Nonfiction 100 (DNF100)	13	1	0	14
Nonfiction 200 (DNF200)	11	4	0	15
Nonfiction 300 (DNF300)	32	4	2	38
Nonfiction 400 (DNF400)	2	1	0	3
Nonfiction 500 (DNF500)	27	0	0	27
Nonfiction 600 (DNF600)	116	9	4	129
Nonfiction 700 (DNF700)	54	5	2	61
Nonfiction 800 (DNF800)	14	1	0	15
Nonfiction 900 (DNF900)	29	5	2	36
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	50	0	0	50
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	113	10	6	129
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	8	0	0	8
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	1	10
Software (DSWAR)	20	0	0	20
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	43	1	0	44
YA Audio book (DYAUDB)	8	0	0	8
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	173	6	3	182
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	0	1	5
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	10	0	0	10
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	58	1	61
Blu-Ray (RBR)	1	210	0	211
Books on CD (RBKCD)	7	135	1	143
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	206	0	211
Digital Audiobooks (RDA)	0	24	0	24
DVD (RDVD)	19	3053	8	3080
Equipment (REQP)	0	33	0	33
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	29	0	29
Fiction (RFIC)	17	706	12	735
Fiction New (RFICNEW)	13	388	13	414

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	196	0	196
Hanging Bag (RHANG)	2	5	0	7
ILL (RILL)	4	128	2	134
Internet (RINTER)	0	1510	0	1510
Juv. Audio book (RJAUDB)	0	9	0	9
Juv. Biography (RJBIO)	0	28	1	29
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	29	0	29
Juvenile Easy (RJE)	13	576	7	596
Juv. Easy Non-fiction (RJENF)	1	57	2	60
Juv. Easy Reader (RJER)	4	290	0	294
Juv. Fiction (RJFIC)	12	502	6	520
Juv. Magazine (RJMAG)	0	24	0	24
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	332	4	347
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	21	0	21
Juv. Toddler (RJTO)	0	140	0	140
Large Print Fiction (RLPF)	18	266	3	287
Large Print Nonfic (RLPNF)	0	12	0	12
Magazine (RMAG)	3	519	0	522
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	25	0	27
Non-Fiction 100 (RNF100)	3	24	0	27
Non-Fiction 200 (RNF200)	0	55	0	55
Non-Fiction 300 (RNF300)	1	60	3	64
Non-Fiction 400 (RNF400)	1	7	0	8
Non-Fiction 500 (RNF500)	0	21	0	21
Non-Fiction 600 (RNF600)	12	183	16	211
Non-Fiction 700 (RNF700)	4	55	0	59
Non-Fiction 800 (RNF800)	0	12	0	12
Non-Fiction 900 (RNF900)	2	54	2	58
Nonfiction Blu-Ray (RNFB)	0	3	0	3
Nonfiction DVD (RNFDVD)	2	119	0	121
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	12	186	4	202
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	22	0	22
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	3	1	5
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	14	176	3	193
YA Music CD (RYACD)	4	47	0	51
YA Nonfiction (RYANF)	0	11	0	11
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	2	9	14
Blu-Ray (WBR)	1	0	140	141
Books on CD (WBKCD)	16	21	137	174
Books on Tape (WBKT)	0	0	3	3
Compact Disc (WCD)	15	10	145	170
Digital Audiobooks (WDA)	0	0	11	11
DVD (WDVD)	36	12	1586	1634
Equipment (WEQP)	0	0	29	29
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	22	22
Fiction (WFIC)	31	30	303	364
Fiction Fantasy (WFICF)	1	1	3	5
Fiction Mystery (WFICM)	9	4	38	51
Fiction New (WFICNEW)	30	15	303	348
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	10	10
Hanging Bags (WHANG)	0	0	6	6
ILL (WILL)	0	0	38	38
Internet (WINTER)	0	0	565	565
Juv. Audio book (WJAUDB)	0	0	12	12
Juv. Biography (WJBIO)	0	0	7	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	20	21
Juvenile Easy (WJE)	10	23	319	352
Juv. Easy Non-fiction (WJENF)	0	0	22	22
Juv. Easy Reader (WJER)	1	8	209	218
Juv. Fiction (WJFIC)	26	23	319	368
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	13	35	168	216
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	2	63	65
Large Print Fiction (WLPF)	20	23	101	144
Large Print Nonfic (WLPNF)	4	3	7	14
Magazine (WMAG)	70	0	283	353
Non-Fiction 000 (WNF000)	0	1	2	3
Non-Fiction 100 (WNF100)	3	2	13	18
Non-Fiction 200 (WNF200)	0	5	2	7
Non-Fiction 300 (WNF300)	2	0	24	26
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	10	9	62	81
Non-Fiction 700 (WNF700)	3	0	23	26
Non-Fiction 800 (WNF800)	1	0	1	2
Non-Fiction 900 (WNF900)	3	3	32	38
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	1	2	72	75
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	13	9	88	110
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	3	3
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	7	7
YA Audio book (WYAUDB)	0	0	4	4
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	6	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	9	185	214
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	8	10
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9214	11054	5783	26051

CIRCULATION BY HOLDINGS CODE
August 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	22	2	9	33
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	25	60	11	96
Blu-Ray (BR)	168	214	142	524
Books on CD (BKCD)	191	162	143	496
Books on Tape (BKT)	4	0	3	7
Compact Disc (CD)	197	229	148	574
Digital Audiobooks (DA)	24	25	11	60
DVD (DVD)	1576	3080	1601	6257
Equipment (EQP)	73	33	29	135
See librarian (ERR)	0	0	0	0

Express Book (EXP)	35	29	22	86
Fiction (FIC)	781	769	348	1898
Fiction Fantasy (FICF)	7	6	3	16
Fiction Mystery (FICM)	59	14	39	112
Fiction New (FICNEW)	445	414	326	1185
Fiction Science Fiction (FICSF)	7	1	3	11
Fiction Western (FICW)	16	0	0	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	81	198	12	291
Hanging Bags (HANG)	8	5	6	19
ILL (ILL)	53	131	40	224
Internet (INTR)	1078	1510	565	3153
Juv. Audio book (JAUDB)	13	9	12	34
Juv. Biography (JBIO)	28	28	17	73
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	32	20	86
Juvenile Easy (JE)	674	622	330	1626
Juv. Easy Non-Fiction (JENF)	66	60	24	150
Juv. Easy Reader (JER)	446	301	300	1047
Juv. Fiction (JFIC)	512	533	328	1373
Juv. Holiday (JHOL)	33	0	1	34
Juv. Magazine (JMAG)	46	24	48	118
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	388	376	191	955
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	21	0	23
Juv. Toddler (JTOD)	127	145	63	335
Large Print Fiction (LPF)	305	309	104	718
Large Print Nonfic (LPNF)	22	18	8	48
Magazine (MAG)	793	530	284	1607
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	27	27	3	57
Non-Fiction 100 (NF100)	19	27	13	59
Non-Fiction 200 (NF200)	11	64	2	77
Non-Fiction 300 (NF300)	35	64	29	128
Non-Fiction 400 (NF400)	3	8	1	12
Non-Fiction 500 (NF500)	27	21	8	56
Non-Fiction 600 (NF600)	138	201	82	421
Non-Fiction 700 (NF700)	61	60	25	146
Non-Fiction 800 (NF800)	15	13	1	29
Non-Fiction 900 (NF900)	34	62	36	132
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	53	121	72	246
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	138	205	98	441
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	0	0	8

Reference (REF)	46	122	52	220
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	4	1	14
Software (SWAR)	20	22	3	45
Vertical File (VF)	0	0	1	1
VHS	43	1	7	51
YA Audio book (YAUDB)	9	3	5	17
YA Biography (YAB)	0	2	0	2
YA Books on CD (YABKCD)	0	1	6	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	207	191	191	589
YA Music CD (YACD)	4	47	0	51
YA Nonfiction (YANF)	4	13	9	26
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	10	2	0	12
				0
Free reads	759	340	120	1219
Games/Puzzles	6	0	0	6
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10025	11515	5956	27496

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2424	1884	965	5273
Nonfiction	663	1091	410	2164
CHILDREN'S BOOKS				
Fiction	1781	1603	1030	4414
Nonfiction	525	485	233	1243
YA BOOKS				
Fiction	288	389	203	880
Nonfiction	4	15	9	28
Magazines, Adult	793	530	284	1607
Magazines, Children	46	24	48	118
Sound Recordings, adult	425	420	316	1161
Sound Recordings, ch	59	93	38	190
Online databases	0	0	0	0
Software	20	22	3	45
Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	1840	3416	1822	7078
Equipment	73	33	29	135
Total	8941	10005	5391	24337
A-V Circulation	2344	3951	2179	8474
A-V Circulation as % of total	26.2%	39.5%	40.4%	34.8%

August 2014

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	75,877	70,876	55,087
Circulation Increase/Decrease	5.7%	-8.0%	-16.9%
XX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	25,822	24,337	-5.8%
Jan. to date circulation	218,083	188,670	-13.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,307	20,309	13,519	13,599	14,879	14,936 Fiction
20,222	20,272	20,653	20,735	10,319	10,381 Nonfiction
					CHILDREN'S BKS
14,358	14,418	12,799	12,879	11,385	11,397 Fiction
8,509	8,513	6,650	6,672	6,008	6,011 Nonfiction
					YA BOOKS
2,281	2,296	2,946	2,963	2,506	2,526 Fiction
605	606	759	760	133	137 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,598	3,615	4,130	4,155	4,057	4,148 Sound Rec/Adult
756	757	605	607	846	848 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	331	336	172	172 Software
0	0			4	4 Vertical Files
4,686	4,742	7,787	7,979	4,306	4,463 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,671	75,877	70,370	70,876	54,679	55,087 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

August 2014

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	207	45	152	33	325	70	684	148
LOCAL HISTORY								
In person	5	1	21	6	1	0	27	8
Letters written	1	1	26	26	0	0	27	27
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1078	45	1510	63	565	24	3153	131
Internet use-Wireless	2284		3340		926		6550	
Computer software used	181	15	165	14	81	7	427	36
VCR Use	0	0	0	0	0	0	0	0
Microforms	14	2	130	17	0	0	144	19
CD ROM/Online databases	160	13	283	24	73	6	516	43
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	12	4	0	0	12	4
OTHER LIBRARY SERVICES USED								
Outreach activities	70	70	15	10	0	0	85	57
Notarized documents	14	4	37	9	8	2	59	15
Meeting Room Use (no. of group)	31	10	35	12	14	5	80	27
Study room use	27	2	87	7	33	3	147	12
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	1	1	0	0	1	6
E-books downloaded							1039	
IN-HOUSE USE ITEMS	136		173		122		431	
SELF-CHECKOUT USE	211		793		242		1246	
INTERLIBRARY LOANS								
Requests made for:	66	17	129	32	60	15	255	64
Items rec'd for:	46	23	121	61	52	26	219	110
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8854	8986	5254	23094
Non-resident, paying	1	1	0	2
PLAC card users	0	3	1	4
Reciprocal borrowers	384	574	137	1095
Number of New Patrons Added	48	61	39	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	8	48	10	60	4	24	22	132
Number attending	113		130		131		374	
YA Programs (14-17)	2	12	0	0	0	0	2	12
Number attending	5		3		0		8	
Adult Programs	4	24	4	24	0	0	8	48
Number attending	78		41		9		128	
Senior Citizen Programs	9	54	3	18	3	18	15	90
Number attending	108		20		27		155	
Total Number of Programs	23	138	17	102	7	42	47	282
Total Persons Attending	304		194		167		665	
Total Attending Same Month Last Yr.	254		325		159		738	
Total Staff Hours Spent		388		420		199	1007	989
Total Number of In-House Program	21		16		7		44	
Total Attendance	225		183		167		575	
Total Number of Outreach Program	2		1		0		3	
Total Attendance	79		11		0		90	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6619	74.4%	6691	67.6%	3618	67.8%	16928	70.1%
Corporate	5	0.1%	51	0.5%	0	0.0%	56	0.2%
Juvenile 0-11	40	0.4%	310	3.1%	47	0.9%	397	1.6%
Juvenile-AV	1115	12.5%	1171	11.8%	778	14.6%	3064	12.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	180	2.0%	342	3.5%	95	1.8%	617	2.6%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	4	0.0%	9	0.1%	2	0.0%	15	0.1%
Reciprocal YA	0	0.0%	20	0.2%	0	0.0%	20	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	11	0.1%	0	0.0%	11	0.0%
St. Joseph College	0	0.0%	110	1.1%	0	0.0%	110	0.5%
Staff	494	5.5%	768	7.8%	542	10.2%	1804	7.5%
Walking books	133	1.5%	80	0.8%	0	0.0%	213	0.9%
YA 12-17	36	0.4%	37	0.4%	11	0.2%	84	3.4%
YA-AV	275	3.1%	290	2.9%	245	4.6%	810	3.4%
Total	8901		9899		5338		24138	
 All items borrowed by nonresidents	 184	 2.1%	 501	 5.1%	 97	 1.8%	 782	 3.2%

**Salary Ordinance 2014
Updated 9/8/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kim Hunter	Clerk	\$9.67	8/16/14	12	R
Nickole Hachlica	Clerk	\$9.97	8/6/14	14	W
Juanita Saucedo	Janitor	\$11.42	8/18/14	15	R

We have hired Kim Hunter as a new Rensselaer Clerk, replacing Marina Bryant who no longer works for the library. We have hired Nichole Hachlica as a Wheatfield Clerk, replacing Sue Strauch who no longer works for the library. We have hired Juanita Saucedo as a new Rensselaer Janitor, replacing Ralph Bryant who no longer works for the library.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 9/8/14.

Deanne K. George
Michelle L. Harper
Jody Melton
Janet Umlof

Deanne K. George
Timothy M. Schults
Natalie D. Welling

**Director's Report
August 2014**

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

General Business:

Mark Nettle - Eagle Scout Project Proposal DeMotte Library: Mark Nettle, a KV school student, is seeking to be an Eagle Scout and wishes to create a nature nook on the south side of DeMotte Library. His vision includes leaving our current plantings, removing dead plantings, adding plants that attract butterflies, adding an oval patio and 2 picnic tables, and adding a bird bath and bird feeder. He hopes to have a landscaper help him, contingent upon Library Board and Boy Scout Council approval. No library funds are needed for this project as Mark has to raise the money and supplies needed for the work. His goal is to create a relaxing spot for patrons and staff to enjoy and envisions some library programs being held in this space. DeMotte Library staff support his endeavor. The library board will need to approve Mark's proceeding with this project.

2015 Budget Hearing: You will hold your hearing for your 2015 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Bristol and Rachael Cavinder will present their annual report at the September Board meeting.

Rensselaer Library Re-Roof Project Update: Heavy rains have given our new roof at Rensselaer Library a workout. After vents were installed we experienced a few wet ceiling tiles after a heavy rain. Hamstra came out to do more caulking around the new vents and we have been fine since then. In addition we noticed a problem near the back door which is located in a back corner of the library. In heavy rain water was running off the roof and missing the gutter in the corner, rolling over the shield. To correct this 50 feet of gutter was removed as well as 3 downspouts. New 6" continuous gutter was installed, along with 3 new downspouts and fascia. This is good for many reasons as it will allow us to relocate a poorly placed downspout that emptied onto a sidewalk and will prevent water from coming down on staff, delivery people, and freight in heavy rains. A change order will be needed as this will add \$1537 to the project costs. You might remember that we reduced the contract amount last month by \$4,000 in

contingency funds as we did not think we would have any contingencies. Heavy rain revealed a matter to address.

Director's Report:

We have noticed at Wheatfield Library that the meeting room seems to be too humid and have asked Hamstra who maintains our ac units to assist with this concern. They have visited the library and after looking things over suspect that the ac unit that cools the meeting rooms is sized for capacity and doesn't run long enough to remove humidity from the rooms because it cools too fast and shuts off. In an attempt to correct this problem with a simple/inexpensive solution, Hamstra installed a starter with damper, moving cold air from the trunk toward the energy recovery unit so that it would then go elsewhere in the building. After a week with this unit in place we have experienced no change. Hamstra came out again and indicated that they could put another of these units in place to see if that could help. They will be doing that September 2. If, after one week, things still do not improve, they advise adding a dehumidifier to the unit that serves the meeting room. I will keep you updated.

Mobile Computer Lab Policy and Board By-Laws were reviewed as per our review schedule. No revisions were recommended for the Mobile Computer Lab Policy.

The library has received \$300 from the Jasper County Public Library Fund and \$1750 from the Fendig Fund this year. These monies are distributed to us by the Jasper Foundation, and are typically annual distributions. We plan to purchase new printers for wireless printing (Airprint).

In August we did invest \$500,000 Capital Projects Fund money in a 12-month CD.

Staff Development Day will be held September 5. We have spent many weeks planning this year's training which includes: INSPIRE, Reader's Advisory, Outreach/Community Engagement, and Fire Extinguisher Training. We always enjoy being together as a staff for this full day of training and networking. Some training will be provided by State Library Staff. The libraries will be closed to the public as approved by the Board.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: Since our last review we have accomplished the following: evaluated self-checkout software, evaluated TLC hosting service, evaluated PhoneTree software, evaluated PCCop, conducted annual User/Non-User Survey, participated in various webinars, hosted Automation Counterparts meeting, acquired new color printer for DeMotte; began year 2015 e-rate application

process, prepared budget for 2015, reviewed use of Roeing as a consultant, Webmaster reported to the Board, devised a solution to make our vertical files searchable in-house, introduced AwesomeBox, considered mechanism for restoration of Milroy items, attended NWI Directors' meeting, attended ISL Budget/Bookkeeping Workshop, attended to various facility issues, re-roofed Rensselaer Library, began process to re-tile foyer floor at DeMotte Library, participated in coordination of Touch of Dutch festival, various marketing endeavors/projects, numerous procedures reviewed and some revised, various committees met, attended Eat That Cookie seminar, attended Chamber/Rotary meetings, attended CYPD, completed Summer Reading, participated in Books to Bridge pre-planning/implementation meetings, AV Shopping, connected with KV schools regarding our wireless service and student needs, partnered with new KV School Media Specialist on marketing of some library services and provided some online orientation for her.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. This event takes place in October, and I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved!

System Administrator News

Sheila reports, "ENA hosted an e-Rate 2.0 webinar in August. There are major changes coming to e-rate filing for the 2015 application year, which is beginning to get started right now. Sheila will be learning more about these changes and now they affect JCPL as she begins to file for telephone funding.

At the end of the month Rensselaer patrons could not connect to our wireless. We have 100 IP addresses to give out for wireless and they were all being used. Our IP address lease expiration was set at 24 hours so we were running out. We changed the lease to 8 hours so that IP addresses are released after one day. With many phones and iPads coming in, it is possible that we could hit 100 before the end of the day, so we will keep an eye on this.

Technical Services News

Becky reports, "Virginia Salyer began working with both Technical Services and Public Services for her Practicum. Becky worked with her just yesterday (8/28) on some cataloging. She will be working with us on Thursday mornings, and using Jean's workstation. She seems to be a quick learner, and added 3 stacks

of books during her time here this week. She will work in Public Services on Tuesday mornings, principally with Emily Duran in the Genealogy section."

She also reports that all of her staff is happy with their workspaces. New bookcases for Becky are scheduled to arrive between September 10-17.

DeMotte Library News

Harry Mohler visited the DeMotte Library in late August to assess the floor. He did notice some changes in floor surfaces but did not see any dangerous conditions. He continues to think this is not a concrete problem and suspects that the lines of raised carpet relate to wide expansion joints in the concrete, similar to what was seen at Rensselaer Library last winter when the staff workroom carpet was pulled up. Points of raised carpet likely relate to carpet backing or padding issues. He does not think there are any life safety issues and that the problem will become obvious the next time the carpet is replaced.

The new drop off route for DeMotte Elementary school seems to be going well. The school did add some new directional signs and uses pylons to direct the flow of traffic.

Rensselaer Library News

Linda reports that she "... packed and delivered B2B Lit Kit bags around our surrounding counties. The different agencies, schools, public, and university libraries are appreciative of receiving all the literacy material."

Rensselaer Library held their first UFO (Unfinished Object) gathering. Scheduled for the last Friday of the month from 5:30-7, attendees are encouraged to come for as long as they can and work on an unfinished craft.

Wheatfield Library News

Evie reports, "Rachael attended CYPD – she says "it was a good experience, learning some new things as well as accentuating things I'm already doing."

Carolynn also hosted the library's first "stuffed animal sleep-over," which was thoroughly enjoyed by both the animals and the kids when they returned and saw what their animals did. Carolynn also put together a brochure of the children's programs they regularly offer."

She continues, "I held my first book discussion ("The Aviator's Wife) and was complimented by many of the attendees on doing a great job! I also presented "God's Not Dead" for the morning movie and had 13 patrons attend! I, along with Dee, Carolynn, and Linda have been ordering a wide variety of materials, and I plan on beginning to weed some materials in order to make space and better know the collection.... We have also been excited with the addition of the

Awesome Box, as it has been well received by patrons and staff enjoy filling empty spots with some of their own favorite books."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

August 31, 2014

	Beginning 2014 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$540,945.63	\$167,383.60	\$1,389,499.92	\$79,934.66	\$1,332,937.84	\$484,383.55
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$10,367.43	\$910.88	\$9,116.46	\$20.00	\$10,659.26	\$11,910.23
DeMotte	\$2,634.29	\$315.23	\$2,746.15	\$0.00	\$3,317.79	\$3,205.93
Rensselaer	\$5,438.24	\$403.29	\$3,325.01	\$20.00	\$4,214.22	\$6,327.45
Wheatfield	\$2,294.90	\$192.36	\$3,045.30	\$0.00	\$3,127.25	\$2,376.85
Library Improvement Reserve Fund	\$309,690.79	\$50,350.00	\$50,350.00	\$22.96	\$227.62	\$259,568.41
Bond & Interest Redemption Fund	\$174,293.95	\$630.00	\$324,682.00	\$0.00	\$172,352.94	\$21,964.89
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$134.00	\$10,361.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$2,913.17	\$7,157.72	\$1,269,477.60
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$5.02	\$88.94	\$88.60
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$97.68	\$97.68	\$0.00	\$97.68	\$0.00
Insurance Settlement Fund	\$0.00	\$20,225.62	\$275,384.35	\$0.00	\$284,389.20	\$9,004.85
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,869.31	\$63,552.37	\$8,869.31	\$63,552.37	\$0.00
FICA Tax Collected	\$0.00	\$7,427.63	\$57,984.94	\$7,435.09	\$57,992.40	\$7.46
State Tax Collected	\$3,131.91	\$3,352.11	\$26,317.32	\$3,450.81	\$26,636.17	\$3,450.76
County Tax Collected	\$2,403.50	\$2,606.96	\$20,438.87	\$2,692.93	\$20,728.35	\$2,692.98
Deferred Comp.	\$0.00	\$1,890.00	\$23,102.40	\$1,890.00	\$23,102.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,580.91	\$26,006.54	\$2,570.74	\$25,983.27	(\$28.99)
Employee Life Insur.	(\$0.36)	\$198.48	\$1,598.84	\$198.48	\$1,599.20	\$0.00
Employee INPRS	\$0.00	\$2,900.44	\$22,869.83	\$2,900.44	\$22,825.60	(\$44.23)
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$269,557.62	\$2,331,671.49	\$112,903.61	\$2,060,379.57	\$2,380,059.87

Bank Balances
Jasper County Public Library
Report as of: 8/31/14

Bank		
1	Alliance Bank	\$858,961.37
2	Demotte State Bank	\$10,842.03
4	PNC Bank	\$9,986.47
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$0.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
6	Fifth Third Bank CD#002- 0668786509	\$500,000.00
Total all banks =		\$2,380,059.87

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
6/24/15	002-0668762355	Fifth Third Bank	12 mon	\$ 275,000.00	0.750%	Rainy Day	6/24/14		
6/24/15	002-0668762363	Fifth Third Bank	12 mon	\$ 725,000.00	0.750%	CPF	6/24/14		
8/18/15	002-0668786509	Fifth Third Bank	12 mon	\$ 500,000.00	0.750%	CPF	8/18/14		

CLOSED INVESTMENTS:

6/18/14	400043546	Kentland Bank	12 mon	\$ 725,000.00	0.580%	CPF	6/18/13	\$4,217.17	
6/18/14	400043547	Kentland Bank	12 mon	\$ 275,000.00	0.580%	Rainy Day	6/18/13	\$1,599.61	
8/14/14	400043559	Kentland Bank	12 mon	\$ 500,000.00	0.580%	CPF	8/14/13	\$2,908.40	

TOTAL INTEREST EARNED:	\$8,725.18
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$42,368.78	\$20,676.22	67.2
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$89,788.35	\$705,580.91	\$348,973.09	66.9
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,309.75	\$33,949.16	\$33,228.84	50.5
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,427.67	\$57,985.21	\$32,649.79	64.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$3,269.21	\$250.79	92.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,781.80	\$69,774.91	\$34,276.09	67.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$6,990.63	\$69,587.66	\$109,546.34	38.8
Subtotal	\$1,562,117.00		\$1,562,117.00	\$122,603.94	\$982,515.84	\$579,601.16	62.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$392.30	\$3,426.26	\$4,573.74	42.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$254.48	\$3,447.08	\$3,052.92	53.0
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$6.98	\$3,131.87	\$4,868.13	39.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$85.70	\$914.30	8.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$44.27	\$155.73	22.1
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$302.44	\$1,697.56	15.1
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$228.25	\$6,707.26	\$8,242.74	44.9
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$882.01	\$17,450.73	\$24,299.27	41.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$228.00	\$1,826.75	\$3,173.25	36.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$2,309.19	\$9,533.01	(\$4,533.01)	190.7
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$5,796.00	\$17,555.75	\$3,630.25	82.9
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$61.02	\$2,274.55	\$1,925.45	54.2
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$998.60	\$2,105.65	\$894.35	70.2
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,420.77	\$9,315.79	\$10,684.21	46.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,010.45	\$6,745.20	\$1,254.80	84.3
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$127.24	\$977.48	\$822.52	54.3
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$1,327.00	\$1,327.00	\$57,113.00	2.3
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$310.89	\$489.11	38.9
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$383.50	\$1,116.49	\$383.51	74.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$18,240.18	\$10,259.82	64.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,083.44	\$19,846.64	\$10,153.36	66.2
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$9,128.31	\$57,476.90	\$27,523.10	67.6
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$269.90	\$2,240.13	(\$240.13)	112.0
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$493.87	\$3,936.85	\$1,763.15	69.1
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$1,957.21	\$26,867.66	\$31,132.34	46.3
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$1,041.15	(\$161.15)	118.3
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$220.60	\$429.40	33.9
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$32.00	\$2,515.70	\$284.30	89.8
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$61.45	\$561.45	\$39.95	\$61.45	\$500.00	10.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$1,549.33	\$74,316.03	\$31,031.97	70.5
Subtotal	\$561,324.00	\$61.45	\$561,385.45	\$28,225.73	\$263,291.85	\$298,093.60	46.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$0.00	\$2,804.58	\$36,929.42	7.1
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$9,888.96	\$82,278.87	\$67,721.13	54.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$89.95	\$12,102.21	\$12,897.79	48.4
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$5,693.01	\$22,231.16	\$34,681.84	39.1
Subtotal	\$271,647.00		\$271,647.00	\$15,671.92	\$119,416.82	\$152,230.18	44.0
Grand Total	\$2,436,838.00	\$61.45	\$2,436,899.45	\$167,383.60	\$1,382,675.24	\$1,054,224.21	56.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for 130 LIRF FUND
Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$15,271.00	\$120,000.00	\$135,271.00	\$50,350.00	\$50,350.00	\$84,921.00	37.2
Subtotal	\$25,271.00	\$120,000.00	\$145,271.00	\$50,350.00	\$50,350.00	\$94,921.00	34.7
Grand Total	\$25,271.00	\$120,000.00	\$145,271.00	\$50,350.00	\$50,350.00	\$94,921.00	34.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for ~~####~~ RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$270,000.00	\$0.00	\$270,000.00	\$0.00	\$270,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$52,380.00	\$0.00	\$52,380.00	\$0.00	\$52,380.00	\$0.00	100.0
Subtotal	\$323,010.00		\$323,010.00	\$630.00	\$323,010.00	\$0.00	100.0
Grand Total	\$323,010.00	\$0.00	\$323,010.00	\$630.00	\$323,010.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F32

F38

Appropriation Report for 155 STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$134.00	\$10,361.00	(\$10,361.00)	0.0
Subtotal	\$0.00		\$0.00	\$134.00	\$10,361.00	(\$10,361.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$134.00	\$10,361.00	(\$10,361.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 195 INSURANCE REFUND FUND

Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.32 INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$97.68	\$97.68	(\$97.68)	0.0
Subtotal	\$0.00		\$0.00	\$97.68	\$97.68	(\$97.68)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$97.68	\$97.68	(\$97.68)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F34

Appropriation Report for 196 INSURANCE SETTLEMENT F
Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$270.19	(\$270.19)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$4,118.75	\$4,118.75	(\$4,118.75)	0.0
Subtotal	\$0.00		\$0.00	\$4,118.75	\$215,863.98	(\$215,863.98)	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$16,100.88	\$50,649.82	(\$50,649.82)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$5.99	\$8,500.37	(\$8,500.37)	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$399.96	(\$399.96)	0.0
Subtotal	\$0.00		\$0.00	\$16,106.87	\$59,550.15	(\$59,550.15)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$20,225.62	\$275,684.32	(\$275,684.32)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
5/12/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on Lost Bk Pd 4/28/14& Found - A/P#321
6/9/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.50	Refund on Lost Bk Pd 5/10/14& Found - A/P#422
8/11/14	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$39.95	Refund on Lost Bk Pd 7/15/14 & Found - A/P#613
6/9/14	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$120,000.00	Additional Appropriation: add insulated decking to Rens. Re-roof project

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$61.45
130	\$120,000.00

Voucher List
Jasper County Public Library

Report Date: From 8/1/14 To 8/31/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	597	PAYROLL	8/11/14	PAYROLL	\$97.68
33221	600	AARON'S LAWN CARE	8/11/14	Mowing, edging, and midseason clean up	\$1,100.00
33222	601	ALLIED WASTE SERVICES #71	8/11/14	Wh: Trash Service- August 2014	\$57.38
33223	602	A.M. Best Company, Inc.	8/11/14	Continuations	\$171.25
33224	603	ANTHEM BLUE CROSS BLUE	8/11/14	Health Ins. Premiums- August 2014, 15 employees	\$8,512.22
33225	604	ANTHEM LIFE	8/11/14	Life Ins. Premiums- August 2014	\$91.08
33226	605	BAKER & TAYLOR	8/11/14	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$13,529.67
33227	606	BAKER & TAYLOR ENTERTAIN	8/11/14	DVDs	\$130.11
33228	607	BANK OF NEW YORK MELLON	8/11/14	Administrative Fee for 2004 Bond- July 1, 2013- June 30, 2014	\$787.50
33229	608	CARDINAL OFFICE PRODUCT	8/11/14	DeM: Quarterly maintenance agreement on work room copier 4/21-7/21/14	\$461.78
33230	609	CULLIGAN WATER CONDITIO	8/11/14	Wh: Water Cooler Rental-August 2014, 5-gallon drinking water- 8	\$65.95
33231	610	DEBORAH KRISTOFF	8/11/14	Mileage 4/12-7/24/14: Earth Day, ASK Meeting, D. Kooy Retirement Party, deposits, pick up book kit	\$69.89
33232	611	DELTA DENTAL	8/11/14	Dental Ins. Premiums- August 2014, 15 employees	\$375.34
33233	612	DIANE OPOLSKI	8/11/14	Mileage 3/4-7/24/14: Web Presence Committee Meeting, Positivity Meeting, AV Shopping	\$72.24
33234	613	DREW JACKSON	8/11/14	Patron refund on item that was overpaid.	\$39.95
33235	614	EMILY DURAN	8/11/14	Mileage 7/18-7/24/14: Eat That Cookie speaker, AV Shopping	\$82.32
33236	615	ENA SERVICES LLC	8/11/14	Internet Service- July 2014	\$1,461.00
33237	616	FAEGRE BAKER DANIELS LLP	8/11/14	Legal Assistance on personnel matters	\$228.00
33238	617	FLEX-PAC INC	8/11/14	Paper towel rolls, m-folds	\$142.56
33239	618	GALE/CENGAGE LEARNING	8/11/14	Books	\$334.63
33240	619	HAMSTRA BUILDERS, INC.	8/11/14	Wh: Replaced 2 7.5 capacitors, found & replaced 2 blown breakers; Rens: Roof progress	\$50,523.26
33241	620	INDIANA LIBRARY FEDERATIO	8/11/14	2014 CYPD Conference registrations: R. Cavinder, K. Hausenfleck	\$540.00
33242	621	JAMIE JONES	8/11/14	Summer Reading program supplies	\$8.55
33243	622	JANWAY COMPANY USA, INC.	8/11/14	Stylus Pens	\$343.50
33244	623	LAURIE STEELE	8/11/14	Online Database (Read the Books) 7/1/14-6/30/15	\$940.00
33245	624	THE LOCK DOCTOR	8/11/14	Wh: Retrofit dogging lock down assembly hardware to VonDuprin panic exit device	\$392.60
33246	625	NATIONAL BUSINESS FURNIT	8/11/14	Replacement furniture (FLOOD)	\$16,064.88
33247	626	NETWISE RESOURCES	8/11/14	Rens & Wh staff copiers quarterly service agreement	\$844.53
33248	627	PATTY EENIGENBURG	8/11/14	Mileage 8/1/14: Work clerk hours at Wheatfield Library	\$4.48
33249	628	PATTY STRINGFELLOW	8/11/14	Mileage 7/7-7/17/14: Meet with Wheatfield Librarian, check curb construction at DeMotte Library, NWIN Director's Meeting, check facility vandalism at DeMotte Library, Management Meeting	\$141.12
33250	629	QUILL CORPORATION	8/11/14	File folder labels, kleenex, fine point markers, color copy paper, erasers, envelopes, wite-out, ink cartridges	\$237.88
33251	630	RACHAEL CAVINDER	8/11/14	Mileage 7/15-7/17/14: Storytime at the Fair, Management Meeting	\$31.36
33252	631	RELIABLE EXTERMINATORS, I	8/11/14	DeM: Exterior treatment	\$200.00
33253	632	RENSSELAER ROTARY CLUB	8/11/14	May & June 2014 dues & meals	\$88.00
33254	633	ROEING CORP.	8/11/14	APC SurgeArrest Outlets (FLOOD), Tech Maintenance Support Agreement (FLOOD)	\$4,154.75
33255	634	SVT, LLC	8/11/14	J. Jones Going Away Party expenses	\$19.96
33256	635	THOMSON REUTERS - WEST	8/11/14	Continuations	\$223.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33257	636	VISION SERVICE PLAN- (IN)	8/11/14	Vision Ins. Premiums- August 2014, 15 employees	\$171.91
33258	637	WAL-MART COMMUNITY/GEC	8/11/14	Summer Reading supplies, children's supplies, DVDs, CDs, cleaning supplies	\$578.09
33259	638	THE WASHINGTON TIMES	8/11/14	Rens: Newspaper subscription Acct# COUTJ208X	\$89.95
33260	639	WASTE MANAGEMENT	8/11/14	DeM: Trash Service- August 2014	\$81.40
0	640	PAYROLL	8/8/14	PAYROLL	\$53,610.45
33245	641	THE LOCK DOCTOR	8/11/14	Void Voucher#624, Check# 33245. Invoice shows sales tax.	(\$392.60)
33261	642	THE LOCK DOCTOR	8/11/14	Wh: Retrofit dogging lock down assembly hardware to VonDuprin panic exit device	\$380.00
33262	643	ACE HARDWARE	8/11/14	Screwdriver, roof nails, roof cement	\$6.98
0	644	ALLIANCE BANK	8/11/14	Direct Deposit Fees- July 2014	\$36.90
33263	645	BUSINESS CARD	8/11/14	Teen Summer Reading prizes, Teen Volunteer Party expenses, rubber stamps, Internet Librarian Conference registration, B2B expenses, Management Meeting expenses, books, DVDs, CDs, AV Shopping expenses, SurveyMonkey subscription, NextIssue subscription	\$5,702.18
33264	646	CENTURYLINK	8/11/14	Long Distance Phone Service- July 2014	\$6.92
33265	647	DONNA BARKO	8/11/14	Mileage 6/25-8/6/14: Bank deposits, Post Office, deliver board packets, new employee orientations	\$60.14
33266	648	HAINES & COMPANY, INC.	8/11/14	Continuations	\$355.50
33267	649	LINDA POORTENGA	8/11/14	Mileage 7/16-7/18/14: Overdrive meeting, Management meeting, B2B	\$87.36
33268	650	MOHLER ARCHITECTS, P.C.	8/11/14	Rens: Re-roof Project	\$2,044.75
33269	651	MOTION PICTURE LICENSING	8/11/14	Rens: Movie License 10/1/14-10/1/15	\$106.94
33270	652	NANCY PHILLIPS	8/11/14	China Program supplies	\$12.90
33271	653	NIPSCO	8/11/14	DeM & Wh: Gas & Electric Service	\$5,886.56
33272	654	OFFICE DEPOT	8/11/14	Copy paper, address labels, pencils, permanent markers, correction tape, contact paper, lined paper, sticky notes, envelopes, push pins, report covers	\$228.78
33273	655	POSTMASTER	8/11/14	Stamps	\$998.60
33274	656	RAYANN GILMORE	8/11/14	Mileage 6/10-8/4/14: Post Office, Walmart- exchange, bank deposits, Budget Workshop, Gateway/DLGF Workshop, Courthouse	\$73.30
0	657	SAGE PAYMENT SOLUTIONS	8/11/14	Merchant Processing Fees- July 2014, (automatic withdrawal on 8/4/14)	\$45.02
33275	658	TRUGREEN PROCESSING CE	8/11/14	DeM: Tree & shrub service	\$103.95
33276	659	UNIQUE MANAGEMENT SERVI	8/11/14	Collections: Initial/Secondary Placements- July 2014	\$161.10
33277	660	WHEATFIELD CHAMBER OF C	8/11/14	Sandhill Crane Festival 10x10 Booth	\$40.00
33278	661	WORLD BOOK INC.	8/11/14	World Book Online Reference database renewal	\$995.00
0	662	BILL HROMADA	8/8/14	Courier Mileage 7/16-7/31/14 (conf# 146)	\$416.64
0	663	GREAT-WEST RETIREMENT S	8/8/14	Annuity Contributions withheld 8/8/14 Payroll (Conf. #149)	\$945.00
0	664	INDIANA DEPARTMENT OF RE	8/8/14	State & County Taxes withheld July Payrolls (Ref. #74888)	\$5,959.07
0	665	INPRS fbo PERF	8/8/14	INPRS Contributions 8/8/14 Payroll	\$6,275.90
0	666	IRS USA TAXPAYMENT	8/8/14	Federal Withholding, Medicare, & FICA withheld 8/8/14 Payroll (Acknowledgement# 40896311)	\$13,155.65
0	667	TOWN OF DEMOTTE	8/8/14	DeM: Water & Sewer Service- July 2014 (Conf. #148)	\$167.64
0	668	TOWN OF WHEATFIELD	8/8/14	Wh: Sewer Service- August 2014 (Conf. #147)	\$56.65
33279	669	JASPER COUNTY PUBLIC LIB	8/18/14	To Purchase CD#002-0668786509 for 365 days.	\$500,000.00
0	670	JASPER COUNTY PUBLIC LIB	8/18/14	CD# 400043559 Matured	\$500,000.00
0	671	PAYROLL	8/25/14	PAYROLL	\$45,793.39
0	672	AFLAC	8/25/14	Supplemental Insurance August 2014 (Conf. #150)	\$619.47
0	673	BILL HROMADA	8/25/14	Courier Mileage 8/1/14 - 8/15/14 (Conf. #154)	\$208.32
0	674	CENTURYLINK	8/25/14	WH: Local Phone Service August 2014 (Conf #151)	\$39.65
0	675	CENTURYLINK	8/25/14	WH: Fax Service July 2014 (Conf. # 152)	\$14.45
0	676	CITY OF RENSSELAER	8/25/14	RENS: Utilities 7/8/14 - 8/11/14 (Conf. #153)	\$4,669.89

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	677	DENISE HAVENS	8/25/14	Substitute Courier Miles 1/20/14 (Conf #155)	\$173.60
0	678	GREAT-WEST RETIREMENT S	8/25/14	Annuity Contributions withheld 8/8/14 Payroll (Conf. #156)	\$945.00
0	679	INPRS fbo PERF	8/25/14	INPRS Contributions 8/25/14 Payroll	\$5,406.34
0	680	IRS USA TAXPAYMENT	8/25/14	Federal Withholding, Medicare, & FICA withheld 8/25/14 Payroll (Acknowledgement# 61002289)	\$10,568.96
0	681	DELUXE BUSINESS CHECKS	8/25/14	Deposit Slips for DeMotte State Bank (automatic withdrawal 8//14)	\$101.50

Total Amount of Claims \$1,269,557.62

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 03, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$1,269,557.62

Date this 8th day of September, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,469.48	\$20,665.24
DeMotte	\$820.15	\$7,714.17		
Rensselaer	\$1,000.14	\$7,418.66		
Wheatfield	\$649.19	\$5,532.41		
PHOTOCOPIES:			\$912.01	\$6,058.33
DeMotte	\$345.75	\$2,441.20		
Rensselaer	\$366.31	\$2,070.55		
Wheatfield	\$199.95	\$1,546.58		
INTEREST (Checking, Repurchase, CDs):.....			\$47.99	\$468.54
TAXES:			\$75,025.05	\$1,265,701.15
Property Tax	\$0.00	\$605,035.30		
LOIT	\$17,903.58	\$143,228.64		
License Excise Tax	\$0.00	\$52,903.56		
Financial Institution Tax	\$0.00	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$377,410.88		
Local Option/Property Tax Repl.	\$9,945.11	\$79,560.88		
TAXABLE SALES:-.....			\$21.54	\$293.01
REFUNDS:			\$1,458.59	\$39,751.57
Rebates/Refund	\$0.00	\$2,504.87		
Insurance Claims/Reimbursements	\$1,337.24	\$1,337.24		
Meeting Room Rental	\$50.00	\$950.00		
Reimbursement	\$44.25	\$44.25		
Fixed Asset Sales	\$17.10	\$117.10		
Miscellaneous Receipts	\$10.00	\$4,716.11		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$79,934.66	\$1,332,937.84
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$20.00	\$10,659.26
DeMotte	\$0.00	\$3,317.79		
Rensselaer	\$20.00	\$4,214.22		
Wheatfield	\$0.00	\$3,127.25		
LIB. IMPROV. RESERVE FUND:			\$22.96	\$227.62
Interest Earned	\$22.96	\$227.62		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$172,352.94
Property Tax	\$0.00	\$158,979.02		
License Excise Tax	\$0.00	\$11,710.79		
Financial Institution Tax	\$0.00	\$296.03		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$2,913.17	\$7,157.72
Interest Earned	\$2,913.17	\$7,157.72		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$8,399.00
SALES TAX:-.....			\$5.02	\$88.94
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$97.68
Interfund Transfer	\$0.00	\$97.68		
INSURANCE SETTLEMENT FUND			\$0.00	\$284,389.20
SUB-TOTAL (page 1).....			\$82,895.81	\$1,817,959.81

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,869.31	\$63,552.37	\$30,007.80	\$242,419.76
FICA Collected	\$7,435.09	\$57,992.40		
State Tax Collected	\$3,450.81	\$26,636.17		
County Tax Collected	\$2,692.93	\$20,728.35		
Deferred Comp Plan	\$1,890.00	\$23,102.40		
Pre-tax Insurance Plans	\$2,570.74	\$25,983.27		
Life Insurance	\$198.48	\$1,599.20		
INPRS	\$2,900.44	\$22,825.60		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		

TOTAL RECEIPTS - ALL FUNDS.....**\$112,903.61****\$2,060,379.57**

Voucher List
Jasper County Public Library

Report Date: From 9/1/14 To 9/8/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33280	682	AARON'S LAWN CARE	9/8/14	DeM, Rens, Wh: Mowing & edging	\$800.00
33281	683	AFFORDABLE ALTERNATIVES	9/8/14	Unabridged labels	\$36.80
33282	684	ALLIED WASTE SERVICES #71	9/8/14	Wh: Trash Service- September 2014	\$57.38
33283	685	ANTHEM BLUE CROSS BLUE	9/8/14	Health Ins. Premiums- September 2014, 15 employees; July & August 2014 Cobra premiums for D. Kooy	\$11,145.50
33284	686	ANTHEM LIFE	9/8/14	Life Ins. Premiums- September 2014	\$94.68
33285	687	APPLE BOOKS	9/8/14	Books	\$97.84
33286	688	BAKER & TAYLOR	9/8/14	Books, Continuations, AV, Auto. Yours	\$9,097.07
33287	689	BAKER & TAYLOR ENTERTAIN	9/8/14	DVDs	\$1,089.95
33288	690	BLUETARP FINANCIAL, INC	9/8/14	Faucet, toilet, screws, eye bolts, wd-40, sanding sheets, hand sander, brass lock, shelf supports	\$176.58
33289	691	BRENDA THOMPSON	9/8/14	Mileage 8/14-8/26/14: Management Meeting, Librarian's Counsel Meeting, B2B, Deliver lit kits, Interviews	\$93.13
33290	692	DELTA DENTAL	9/8/14	Dental Ins. Premiums- September 2014, 15 employees; July, August, & September Cobra premiums for D. Kooy	\$526.90
33291	693	DEMCO	9/8/14	Labels, record checking cards	\$212.21
33292	694	ECKHART PUBLIC LIBRARY	9/8/14	Lost ILL Item- patron reimbursed	\$17.95
33293	695	ENA SERVICES LLC	9/8/14	Internet Service- August 2014	\$1,461.00
33294	696	FINDAWAY WORLD, LLC	9/8/14	Playaway View, earbuds	\$101.30
33295	697	HAMSTRA BUILDERS, INC.	9/8/14	Wh: Found & replaced bad blower wheel; inspected duct work, thermostats, furnaces, intakes, & supply air, adjusted damper for air flow; DeM: Replaced manhole lid; Rens: Roof progress	\$90,705.37
33296	698	HP PRODUCTS	9/8/14	Odor counteractants	\$42.67
33297	699	JANWAY COMPANY USA, INC.	9/8/14	Color change spoons	\$178.75
33298	700	KIRBY RISK CORPORATION	9/8/14	Lightbulbs	\$506.40
33299	701	KOLORTECH LIGHTING LLC	9/8/14	Lightbulbs	\$290.62
33300	702	LAKESHORE LEARNING MATE	9/8/14	2 Bookstands	\$457.70
33301	703	LINDA POORTENGA	9/8/14	Mileage 8/9-8/29/14: B2B deliveries, bank deposit, Management Meeting, B2B meeting, interviews	\$171.02
33302	704	MELISSA J. WIDNER	9/8/14	Book Group expenses	\$14.96
33303	705	NATIONAL BUSINESS FURNIT	9/8/14	Replacement furniture (FLOOD)	\$397.00
33304	706	QUILL CORPORATION	9/8/14	Enmotion paper towels, x-acto knife, labels, construction paper, invisible tape, colored copy paper, ink cartridges, laminate, double-sided tape, copy paper, butterfly clips	\$751.77
33305	707	RECORDED BOOKS, INC	9/8/14	Audiobooks	\$710.29
33306	708	ROEING CORP.	9/8/14	Tech Maintenance Support - 4th Installment 2014	\$9,500.00
33307	709	SCHOLASTIC LIBRARY	9/8/14	Continuations	\$832.00
33308	710	SENTIMENTAL PRODUCTIONS	9/8/14	DVDs	\$120.00
33309	711	STERLING COMPUTERS	9/8/14	USB soundbars	\$395.88
33310	712	SUNRISE PACKAGING INC.	9/8/14	Audiobook cases	\$114.23
33311	713	TOWN OF DEMOTTE	9/8/14	DeM: Water & Sewer Service- August 2014	\$167.64
33312	714	TOWN OF WHEATFIELD	9/8/14	Wh: Sewer Service- September 2014	\$56.65
33313	715	VISION SERVICE PLAN- (IN)	9/8/14	Vision Ins. Premiums- September 2014, 15 employees	\$167.02
33314	716	WAL-MART COMMUNITY/GEC	9/8/14	Sandhill Crane Festival expenses, Summer Reading program expenses, Fermented Foods program expenses, wipes, children's program expenses, cleaning supplies, batteries, DVDs, children's supplies, CDs, Tuesday Movie program expenses	\$2,164.76
33315	717	WASTE MANAGEMENT	9/8/14	DeM: Trash Service- September 2014	\$81.40
33316	718	ACE HARDWARE	9/8/14	Toilet repair parts	\$22.76
33317	719	BOOKPAGE	9/8/14	Bookpage subscription, Oct 2014-Sep2015	\$480.00

F66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33318	720	BUSINESS CARD	9/8/14	Staff Anniversary expenses, DVD returns, Volunteer Party expenses, domain name renewals, background checks, CYPD expenses, B2B expenses	\$211.25
33319	721	CENTURYLINK	9/8/14	Long Distance Phone Service- August 2014	\$19.39
33320	722	CHICAGO TRIBUNE	9/8/14	DeM: Newspaper subscription Acct# 000020468938 9/8/14-3/8/15	\$259.74
33321	723	COMMISSION ON PUBLIC REC	9/8/14	Microfilm of KV Post News 2013	\$120.00
33322	724	CULLIGAN WATER CONDITIO	9/8/14	Wh: Water Cooler Rental-September 2014	\$9.95
33323	725	DEMCO	9/8/14	ABC rug, 2 book trucks, label protectors	\$1,400.49
33324	726	KANKAKEE VALLEY PUBLISHI	9/8/14	Budget Ads	\$170.10
33325	727	KARLA HAUSENFLECK	9/8/14	Mileage 3/20-8/25/14: Counterparts meeting, Outreach Storytimes, CYPD	\$255.92
33326	728	MOHLER ARCHITECTS, P.C.	9/8/14	Wh: Consulting with Hamstra on HVAC; DeM: Floor inspection; Rens: Roof Project	\$1,040.00
33327	729	NIPSCO	9/8/14	DeM. & Wh: Gas & Electric Service	\$6,096.24
33328	730	OFFICE DEPOT	9/8/14	DVD folders, electric stapler, paperclip dispenser, hanging folders, toner, typewriter ribbon, scotch tape	\$833.91
33329	731	PATTY STRINGFELLOW	9/8/14	Mileage 8/29-9/8/14: Branch Visits	\$78.40
33330	732	PRECISION CONTROL SYSTE	9/8/14	DeM: Installed combustion/burner fan, motor, & gasket, pulled drive, mount, secure, wire in & program new drive: Rens: Meeting room overheating, hydraulic actuator for valve leaking, shut off, reheat valve temp., chiller keypad & flow switch need replaced, replaced flow switch @ chiller, wired in & checked operation, replaced VAV box in meeting room, program reloaded to box, washed coils on outside chiller, checked & calibrated Tech Services	\$9,889.19
0	733	SAGE PAYMENT SOLUTIONS	9/8/14	Merchant Processing Fees- August 2014, (automatic withdrawal on 9/2/14)	\$44.96
33331	734	UNIQUE MANAGEMENT SERVI	9/8/14	Collections: Initial/Secondary Placements- August 2014	\$187.95
33332	735	USA TODAY	9/8/14	Wh: Newspaper subscription Acct# 4209466 10/1/14-9/30/15	\$292.89

F6c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$154,247.56

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 08, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$154,247.56

Date this 8th day of September, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Oct

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 13, 2014, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12, R 14)

General Business

Budget 2015 Adoption (R 16)	Action
Health Insurance Renewal (R 16)	Action
Advanced Tax Draw Resolution (R 16)	Action
DeMotte Library – future plans (R 17)	Discussion
2015 Slate of Officers (R 17)	Information

Director's Report (R 16–R 20)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 8, 2014
Wheatfield Library

Present: Jody Melton, Deana George, Natalie Waling, Timothy Schultz, Janet Umlauf, Janelle Harper, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Evie Bristol, Rachael Cavinder, Mark Nuttall, Dave Straley

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, and salary ordinance update were approved on a motion by J. Melton, seconded by M. Heinig. Motion passed.

Mark Nuttall Presents- Eagle Scout Project Proposal DeMotte Library: Eagle Scout, Mark Nuttall, from Boy Scout Troop 167 proposed a landscaping project at the DeMotte Library as his Eagle Scout Project. He explained that he loves to read and his mom read to him since before he was born. Whenever he had a question his mother would say that they should go to the library and look up the answer. His mom told him that he could do whatever he wants, it all starts with reading and that is why he wants to do his Eagle Scout Project at the DeMotte Library. Mark proposed putting a Nature Nook on the south side of the building that would include an oval patio in the middle of the area with two hexagonal picnic tables made of 100% recycled poly carb. The patio would be made of either landscape brick or stamped concrete and would include a handicap ramp. One of the picnic tables would also be handicap accessible. He would be pulling out the dead plants & weeds in the area except the two large bushes. Most of the plants currently in the area are overgrown or dying. The plants would be replaced with 27 stellars, 15 hostas, and 8 asters. All of these plants are low maintenance and the asters would attract butterflies. A bird bath and feeder would also be added to the area. The goal is to provide a secure place for staff to take children for programs to learn about nature and do projects. The space would also be a relaxing spot for parents to read while their children are at programs and for staff to enjoy their lunches. Mark and his Scout Leader, Dave Straley, explained that if the Library Board approves this project, Mark will then present his project proposal to the Troop Board and then to the Council for approval. If everyone approves, Mark will start fundraising to raise the money needed for the project. All money will be raised by Mark for the project. The landscaping would then be done sometime in Spring or early Fall 2015. J. Melton moved that the Board accept Mark's Eagle Scout Project proposal, seconded by D. George. Motion passed.

2015 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. Legal ads were scheduled to run in the Rensselaer Republican and KV Post-News on August 7 and 14. Both ads ran correctly. The President deemed the hearing closed.

Wheatfield Library Annual Report: Rachael Cavinder thanked the Library Board for her years of service at Jasper County Public Library. She celebrated 20 years of employment with the Library in April this year. Over the years she has discovered things that work well and some that didn't work out so well. Over the past year one of the things that worked well was the Stuffed Animal Sleepover. The children brought their stuffed animals to the library for a sleepover and the library staff took pictures of what the animals did during their stay. The next day when the children picked up their animal, they received a booklet showing them what their animal did. Both kids and parents loved it. Rachael explained that every year she is able to take advantage of so many wonderful classes and conferences that help her to do her job better. Sometimes she learns a lot of new things and sometimes the speaker teaches things that she is already doing which

reinforces that she must be doing something right. This year's Staff Development Day talked a little bit about Outreach. To accomplish outreach at the Wheatfield Library, Rachael has a booth at the Sandhill Crane Festival and does Head Start and classroom visits. At the visits she reads stories, takes new items from the Children's Collection, and hands out bookmarks. Sometimes the kids come in later asking for the items they were shown in class.

Evie Bristol explained that she moved from Youth Services at the DeMotte Library to Branch Manager at the Wheatfield Library in July. Since July she has moved some things around within the library to give the YA room some more book space. The arrowhead display and copier have both been moved to give enough space for more shelving. She is now in the process of finding a new shelving unit. The Awesome Box has been implemented at all three locations of the Jasper County Public Library. Wheatfield patrons are really enjoying discussing Awesome titles and browsing the Awesome book display. Wheatfield Library hosted Staff Development Day on Friday, September 5. It can be a little stressful hosting but everything went well. Staff enjoyed the training sessions and appreciated the chance to talk to staff from other buildings. Evie mentioned that she is continuing to learn her new roles at the Library. Several maintenance issues have cropped up, program ideas are being evaluated, and she is learning about the library's collection. Graduate classes will be completed in May. Evie praised the Wheatfield staff. There have been some changes to go through and they have remained positive the entire time.

Rensselaer Library Re-Roof Project Update: The shingling is done and the vents are installed at the Rensselaer Library. Heavy rains have given the new roof a workout. After vents were installed we experienced a few wet ceiling tiles. Hamstra came out to do more caulking around the new vents and we have been fine since then. New ceiling tiles will be coming. In addition we noticed a problem near the back door which is located in a back corner of the library. In heavy rain, water will run off the roof and miss the gutter in the corner, rolling over the shield. To correct this 50 feet of gutter was removed as well as 3 downspouts. New 6" continuous gutter will be installed along with 3 new downspouts and fascia. This is good for many reasons as it will allow us to relocate a poorly placed downspout that emptied onto a sidewalk and will prevent water from coming down on staff, delivery people, and freight in heavy rains. This work adds \$1537 to the cost of the project. A change order has been prepared reflecting that. M. Heinig moved that the Board approve the change order and give P. Stringfellow permission to sign it, seconded by D. George. Motion passed.

Director's Report: P. Stringfellow reported that one of the houses on the south side of the DeMotte Library building is for sale. The DeMotte Library is landlocked and has limited parking. The only way to fix this is to acquire more property.

Health Insurance renewal information is expected to be available in October. Currently the library has received projections of what the renewal will be but nothing firm.

Recently the library received a memo from the State Library entitled 'FAQs About Library Trustees.' One of the questions is 'Is it permissible for the Library to show appreciation for Board Members with fringe benefits such as health insurance, waiving fines, etc.?' The answer is 'No, with the exception of the Board Treasurer, members must serve without compensation.' Our Board Privilege Policy will need to be revised due to this information.

We have noticed at Wheatfield Library that the meeting room seems to be too humid and have asked Hamstra who maintains our ac units to assist with this concern. They have visited the library

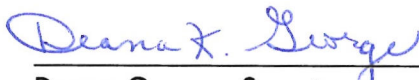
and after looking things over suspect that the ac unit that cools the meeting rooms is sized for capacity and doesn't run long enough to remove humidity from the rooms because it cools too fast and shuts off. In an attempt to correct this problem with a simple/inexpensive solution, Hamstra installed a starter with damper to move cold air from the meeting room and send it to other areas of the building. After a week with this unit we experienced no change. Hamstra came out again and installed a second unit. If things still do not improve, another solution is to add a dehumidifier to the ac unit that serves the meeting rooms.

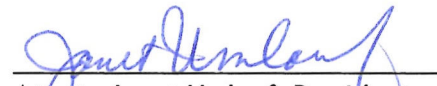
The library has received \$300 from the Jasper County Public Library Fund and \$1750 from the Fendig Fund this year. These monies are distributed to us by the Jasper Foundation. We plan to use this money to improve our wireless printing service at all three libraries.

Staff Development Day was held on September 5. Staff received training from Jill Stange of the State Library on INSPIRE, Reader's Advisory, and Outreach/Community Engagement. A representative from Goodwin Fire provided fire extinguisher training for staff as well. Based upon evaluations received so far, it seems that staff had a good day training and networking together.

Items for Future Agendas: P. Stringfellow will gather more information on the house that is currently for sale next to the DeMotte Library for a future discussion.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:50 PM.


Deana George, Secretary


Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
September 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	8	1	33
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	33	7	0	40
Blu-Ray (DBR)	139	1	0	140
Books on CD (DBKCD)	174	10	5	189
Books on Tape (DBKT)	3	0	0	3
Compact Disc (DCD)	186	23	0	209
Digital Audiobooks (DDA)	36	0	0	36
DVD (DDVD)	1354	13	2	1369
Equipment (DEQP)	58	0	0	58
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	692	25	27	744
Fiction Fantasy (DFICF)	9	3	1	13
Fiction Mystery (DFICM)	70	9	1	80
Fiction New (DFICNEW)	410	10	18	438
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	11	0	0	11
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	84	2	2	88
Hanging Bags (DHANG)	6	0	0	6
ILL (DILL)	55	2	0	57
Internet (DINTER)	1052	0	0	1052
Juv. Audio book (DJAUDB)	9	2	0	11
Juv. Biography (DJBIO)	28	1	1	30
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	39	2	0	41
Juvenile Easy (DJE)	679	38	0	717
Juv. Easy Non-fiction (DJENF)	32	5	0	37
Juv. Easy Reader (DJER)	380	4	0	384
Juv. Fiction (DJFIC)	479	19	6	504
Juv. Holiday books (DJHOL)	71	2	0	73
Juv. Magazine (DJMAG)	40	0	0	40
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	359	25	11	395
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	112	4	0	116

Large Print Fiction (DLPF)	311	17	0	328
Large Print Nonfic (DLPNF)	15	3	0	18
Magazine (DMAG)	623	10	1	634
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	23	1	0	24
Nonfiction 100 (DNF100)	29	2	0	31
Nonfiction 200 (DNF200)	17	1	0	18
Nonfiction 300 (DNF300)	50	1	0	51
Nonfiction 400 (DNF400)	7	2	0	9
Nonfiction 500 (DNF500)	36	0	0	36
Nonfiction 600 (DNF600)	152	4	13	169
Nonfiction 700 (DNF700)	56	2	5	63
Nonfiction 800 (DNF800)	18	0	4	22
Nonfiction 900 (DNF900)	43	6	2	51
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	34	2	2	38
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	110	6	0	116
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	0	4
Software (DSWAR)	20	0	0	20
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	18	0	0	18
YA Audio book (DYAUDB)	3	0	2	5
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	175	11	6	192
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	1	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	1	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	35	1	40
Blu-Ray (RBR)	0	196	5	201
Books on CD (RBKCD)	7	200	1	208
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	200	3	203
Digital Audiobooks (RDA)	0	18	2	20
DVD (RDVD)	31	2691	8	2730
Equipment (REQP)	0	30	0	30
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	17	0	17
Fiction (RFIC)	26	531	11	568
Fiction New (RFICNEW)	10	343	16	369

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	179	5	186
Hanging Bag (RHANG)	0	21	0	21
ILL (RILL)	0	81	0	81
Internet (RINTER)	0	1078	0	1078
Juv. Audio book (RJAUDB)	0	22	1	23
Juv. Biography (RJBIO)	6	46	0	52
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	0	42
Juvenile Easy (RJE)	6	764	1	771
Juv. Easy Non-fiction (RJENF)	4	109	0	113
Juv. Easy Reader (RJER)	10	422	7	439
Juv. Fiction (RJFIC)	8	679	2	689
Juv. Magazine (RJMAG)	0	38	0	38
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	455	3	466
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	17	0	17
Juv. Toddler (RJTOD)	2	181	0	183
Large Print Fiction (RLPF)	28	271	3	302
Large Print Nonfic (RLPNF)	2	12	0	14
Magazine (RMAG)	0	552	1	553
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	0	8
Non-Fiction 100 (RNF100)	0	21	1	22
Non-Fiction 200 (RNF200)	0	43	2	45
Non-Fiction 300 (RNF300)	7	58	1	66
Non-Fiction 400 (RNF400)	0	9	0	9
Non-Fiction 500 (RNF500)	0	10	2	12
Non-Fiction 600 (RNF600)	15	183	21	219
Non-Fiction 700 (RNF700)	6	52	3	61
Non-Fiction 800 (RNF800)	10	6	0	16
Non-Fiction 900 (RNF900)	2	68	0	70
Nonfiction Blu-Ray (RNFBRR)	0	5	0	5
Nonfiction DVD (RNFDVD)	2	187	3	192
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	205	14	228
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	3	7	0	10
Software (RSWAR)	0	23	0	23
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	21	0	21
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	18	148	5	171
YA Music CD (RYACD)	3	83	0	86
YA Nonfiction (RYANF)	0	6	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	3	12	15
Blu-Ray (WBR)	0	0	154	154
Books on CD (WBKCD)	14	21	155	190
Books on Tape (WBKT)	0	1	4	5
Compact Disc (WCD)	3	13	134	150
Digital Audiobooks (WDA)	0	2	8	10
DVD (WDVD)	23	13	1624	1660
Equipment (WEQP)	0	0	22	22
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	24	24
Fiction (WFIC)	52	31	299	382
Fiction Fantasy (WFICF)	2	0	6	8
Fiction Mystery (WFICM)	3	9	39	51
Fiction New (WFICNEW)	35	15	256	306
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	21	21
Hanging Bags (WHANG)	0	1	7	8
ILL (WILL)	0	0	39	39
Internet (WINTER)	0	0	507	507
Juv. Audio book (WJAUDB)	0	3	6	9
Juv. Biography (WJBIO)	1	0	10	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	33	33
Juvenile Easy (WJE)	8	26	511	545
Juv. Easy Non-fiction (WJENF)	0	6	54	60
Juv. Easy Reader (WJER)	1	6	303	310
Juv. Fiction (WJFIC)	26	24	332	382
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	36	239	291
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	1	107	108
Large Print Fiction (WLPF)	31	23	87	141
Large Print Nonfic (WLPNF)	2	2	9	13
Magazine (WMAG)	45	0	330	375
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	0	15	15
Non-Fiction 200 (WNF200)	1	1	9	11
Non-Fiction 300 (WNF300)	6	0	16	22
Non-Fiction 400 (WNF400)	0	1	1	2

Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	10	5	89	104
Non-Fiction 700 (WNF700)	5	0	42	47
Non-Fiction 800 (WNF800)	0	2	7	9
Non-Fiction 900 (WNF900)	3	3	30	36
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	2	67	69
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	16	6	101	123
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	5	5
Software (WSWAR)	0	0	7	7
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	21	21
YA Audio book (WYAUDB)	0	0	3	3
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	1	9	11
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	15	177	207
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	3	17	20
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8992	10940	6219	26151

CIRCULATION BY HOLDINGS CODE
September 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	8	1	33
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	37	45	13	95
Blu-Ray (BR)	141	202	160	503
Books on CD (BKCD)	195	231	161	587
Books on Tape (BKT)	3	1	4	8
Compact Disc (CD)	189	236	137	562
Digital Audiobooks (DA)	36	20	10	66
DVD (DVD)	1408	2717	1634	5759
Equipment (EQP)	58	30	22	110
See librarian (ERR)	0	0	0	0

Express Book (EXP)	42	17	24	83
Fiction (FIC)	770	587	337	1694
Fiction Fantasy (FICF)	11	3	7	21
Fiction Mystery (FICM)	73	18	40	131
Fiction New (FICNEW)	455	368	290	1113
Fiction Science Fiction (FICSF)	9	0	3	12
Fiction Western (FICW)	11	0	7	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	86	181	28	295
Hanging Bags (HANG)	6	22	7	35
ILL (ILL)	55	83	39	177
Internet (INTR)	1052	1078	507	2637
Juv. Audio book (JAUSB)	9	27	7	43
Juv. Biography (JBIO)	35	47	11	93
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	39	44	33	116
Juvenile Easy (JE)	693	828	512	2033
Juv. Easy Non-Fiction (JENF)	36	120	54	210
Juv. Easy Reader (JER)	391	432	310	1133
Juv. Fiction (JFIC)	513	722	340	1575
Juv. Holiday (JHOL)	71	2	0	73
Juv. Magazine (JMAG)	40	38	12	90
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	383	516	253	1152
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	17	0	21
Juv. Toddler (JTOD)	114	186	107	407
Large Print Fiction (LPF)	370	311	90	771
Large Print Nonfic (LPNF)	19	17	9	45
Magazine (MAG)	668	562	332	1562
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	23	9	4	36
Non-Fiction 100 (NF100)	29	23	16	68
Non-Fiction 200 (NF200)	18	45	11	74
Non-Fiction 300 (NF300)	63	59	17	139
Non-Fiction 400 (NF400)	7	12	1	20
Non-Fiction 500 (NF500)	36	10	10	56
Non-Fiction 600 (NF600)	177	192	123	492
Non-Fiction 700 (NF700)	67	54	50	171
Non-Fiction 800 (NF800)	28	8	11	47
Non-Fiction 900 (NF900)	48	77	32	157
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	36	191	72	299
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	135	217	115	467
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	50	107	35	192
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	7	5	19
Software (SWAR)	20	23	7	50
Vertical File (VF)	0	1	2	3
VHS	18	0	21	39
YA Audio book (YAUDB)	3	21	5	29
YA Biography (YAB)	1	2	1	4
YA Books on CD (YABKCD)	1	1	9	11
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	208	174	188	570
YA Music CD (YACD)	3	83	0	86
YA Nonfiction (YANF)	10	10	17	37
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	1	0	8
				0
Free reads	661	310	87	1058
Games/Puzzles	8	24	0	32
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9711	11381	6341	27433

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2409	1615	885	4909
Nonfiction	800	969	491	2260
CHILDREN'S BOOKS				
Fiction	1735	2176	1270	5181
Nonfiction	529	702	318	1549
YA BOOKS				
Fiction	294	355	216	865
Nonfiction	11	12	18	41
Magazines, Adult	668	562	332	1562
Magazines, Children	40	38	12	90
Sound Recordings, adult	427	510	326	1263
Sound Recordings, ch	57	176	47	280
Online databases	0	0	0	0
Software	20	23	7	50
Vertical file	0	1	2	3
VHS/DVD/Blu-Ray	1603	3110	1888	6601
Equipment	58	30	22	110
Total	8651	10279	5834	24764
A-V Circulation	2107	3819	2268	8194
A-V Circulation as % of total	24.4%	37.2%	38.9%	33.1%

September 2014

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

ADULT BOOKS

Fiction	63	1	2,409	93	4	1,615	67	0	885	4,909
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Nonfiction	44	5	800	108	1	969	24	9	491	2,260
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Fiction	112	1	1,735	174	2	2,176	164	2	1,270	5,181
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Nonfiction	10	0	529	3	0	702	10	3	318	1,549
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Fiction	29	1	294	49	0	355	64	0	216	865
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Nonfiction	4	0	11	1	0	12	1	1	18	41
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Magazines,Adult	668	562	332	1,562
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Magazines, Child	40	38	12	90
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Games, Toys	0
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Sound Rec/Adult	33	0	427	16	0	510	26	0	326	1,263
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Sound Rec/Child	1	0	57	0	0	176	7	0	47	280
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[illegible]

Software	0	0	20	0	0	23	0	0	7	50
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Vertical Files	0	0	0	0	0	1	0	0	2	3
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VHS/DVD/BluRay	80	0	1,603	90	0	3,110	53	0	1,888	6,601
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Equipment	58	30	22	110
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TOTAL	376	8	8,651	534	7	10,279	416	15	5,834	24,764
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
1950	100	100	100
1951	100	100	100
1952	100	100	100
1953	100	100	100
1954	100	100	100
1955	100	100	100
1956	100	100	100
1957	100	100	100
1958	100	100	100
1959	100	100	100
1960	100	100	100
1961	100	100	100
1962	100	100	100
1963	100	100	100
1964	100	100	100
1965	100	100	100
1966	100	100	100
1967	100	100	100
1968	100	100	100
1969	100	100	100
1970	100	100	100
1971	100	100	100
1972	100	100	100
1973	100	100	100
1974	100	100	100
1975	100	100	100
1976	100	100	100
1977	100	100	100
1978	100	100	100
1979	100	100	100
1980	100	100	100
1981	100	100	100
1982	100	100	100
1983	100	100	100
1984	100	100	100
1985	100	100	100
1986	100	100	100
1987	100	100	100
1988	100	100	100
1989	100	100	100
1990	100	100	100
1991	100	100	100
1992	100	100	100
1993	100	100	100
1994	100	100	100
1995	100	100	100
1996	100	100	100
1997	100	100	100
1998	100	100	100
1999	100	100	100
2000	100	100	100
2001	100	100	100
2002	100	100	100
2003	100	100	100
2004	100	100	100
2005	100	100	100
2006	100	100	100
2007	100	100	100
2008	100	100	100
2009	100	100	100
2010	100	100	100
2011	100	100	100
2012	100	100	100
2013	100	100	100
2014	100	100	100
2015	100	100	100
2016	100	100	100
2017	100	100	100
2018	100	100	100
2019	100	100	100
2020	100	100	100
2021	100	100	100
2022	100	100	100
2023	100	100	100
2024	100	100	100
2025	100	100	100
2026	100	100	100
2027	100	100	100
2028	100	100	100
2029	100	100	100
2030	100	100	100
2031	100	100	100
2032	100	100	100
2033	100	100	100
2034	100	100	100
2035	100	100	100
2036	100	100	100
2037	100	100	100
2038	100	100	100
2039	100	100	100
2040	100	100	100
2041	100	100	

Total Materials Owned	76,245	71,403	55,488
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Circulation Increase/Decrease	7.2%	2.9%	1.2%
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MONTHLY SYSTEM STATISTICS	2013	2014	% change
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Current month's Circulation	23,821	24,764	4.0%
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Jan. to date circulation	241,904	213,434	-11.8%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
20,309	20,371	13,599	13,688	14,936	15,003 Fiction
20,272	20,311	20,735	20,842	10,381	10,396 Nonfiction
CHILDREN'S BKS					
14,418	14,529	12,879	13,051	11,397	11,559 Fiction
8,513	8,523	6,672	6,675	6,011	6,018 Nonfiction
YA BOOKS					
2,296	2,324	2,963	3,012	2,526	2,590 Fiction
606	610	760	761	137	137 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,615	3,648	4,155	4,171	4,148	4,174 Sound Rec/Adult
757	758	607	607	848	855 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	336	336	172	172 Software
0	0	0	0	4	4 Vertical Files
4,742	4,822	7,979	8,069	4,463	4,516 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
75,877	76,245	70,876	71,403	55,087	55,488 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
September 2014

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	221	48	197	43	383	83	801	174
LOCAL HISTORY								
In person	3	1	9	3	3	1	15	4
Letters written	3	3	8	8	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	1052	44	1078	45	507	21	2637	110
Internet use-Wireless	2100		3573		1419		7092	
Computer software used	285	24	234	20	79	7	598	50
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	20	3	0	0	26	3
CD ROM/Online databases	120	10	280	23	99	8	499	42
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	12	4	1	0	13	4
OTHER LIBRARY SERVICES USED								
Outreach activities	66	66	16	11	0	0	82	55
Notarized documents	15	4	9	2	6	2	30	8
Meeting Room Use (no. of group)	43	14	37	12	16	5	96	32
Study room use	24	2	45	4	30	3	99	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1046	
IN-HOUSE USE ITEMS	169		567		128		864	
SELF-CHECKOUT USE	301		1036		301		1638	
INTERLIBRARY LOANS								
Requests made for:	71	18	93	23	21	5	185	46
Items rec'd for:	50	25	107	54	35	18	192	96
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8899	9052	5339	23290
Non-resident, paying	1	1	0	2
PLAC card users	0	3	1	4
Reciprocal borrowers	387	583	141	1111
Number of New Patrons Added	45	69	87	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	5	30	13	78	8	48	26	156
Number attending	59		146		342		547	
YA Programs (14-17)	1	6	0	0	1	6	2	12
Number attending	0		8		8		16	
Adult Programs	2	12	7	42	1	6	10	60
Number attending	34		89		55		178	
Senior Citizen Programs	5	30	1	6	3	18	9	54
Number attending	64		53		25		142	
Total Number of Programs	13	78	23	138	13	78	49	294
Total Persons Attending	157		296		430		883	
Total Attending Same Month Last Yr.	144		815		595		1554	
Total Staff Hours Spent		337		391		230		937
Total Number of In-House Program	12		22		10		44	
Total Attendance	131		277		311		719	
Total Number of Outreach Program	1		1		3		5	
Total Attendance	26		19		119		164	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5699	71.2%	6394	62.7%	3854	66.5%	15947	66.4%
Corporate	10	0.1%	36	0.4%	0	0.0%	46	0.2%
Juvenile 0-11	59	0.7%	446	4.4%	107	1.8%	612	2.5%
Juvenile-AV	1030	12.9%	1480	14.5%	830	14.3%	3340	13.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	203	2.5%	490	4.8%	97	1.7%	790	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	56	0.5%	2	0.0%	58	0.2%
Reciprocal YA	0	0.0%	21	0.2%	0	0.0%	21	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	0	0.0%	16	0.2%	0	0.0%	16	0.1%
St. Joseph College	0	0.0%	124	1.2%	0	0.0%	124	0.5%
Staff	584	7.3%	744	7.3%	547	9.4%	1875	7.8%
Walking books	114	1.4%	89	0.9%	0	0.0%	203	0.8%
YA 12-17	25	0.3%	22	0.2%	16	0.3%	63	3.7%
YA-AV	285	3.6%	268	2.6%	346	6.0%	899	3.7%
Total	8009		10196		5799		24004	
All items borrowed by nonresidents	203	2.5%	717	7.0%	99	1.7%	1019	4.2%

**Salary Ordinance 2014
Updated 10/13/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Debbie Kristoff	Youth Specialist III	\$15.39	9/22/14	35	D
Janice Wilma	Youth Services Librarian II	\$16.97	9/22/14	35	R
Allie Cox	Page	\$7.25	10/7/14	10	R
Jessica Nagel	Page	\$7.25	10/6/14	10	R
Kim Hunter	Library Assistant II	\$12.14	10/16/14	40	R

We have promoted Debbie Kristoff to DeMotte Youth Specialist III, replacing Evie Bristol who was promoted to Wheatfield Branch Librarian. We have hired Janice Wilma as Rensselaer Youth Services Librarian II, replacing Jamie Jones who no longer works for the library. We have hired Allie Cox as Rensselaer Page replacing Loki Maguran Jacobson who no longer works for the library. We have hired Jessica Nagel as Rensselaer Page, replacing Kim Hunter who was promoted. We have promoted Kim Hunter to Rensselaer Library Assistant II, replacing Debbie Kristoff who was promoted to DeMotte Youth Specialist III.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 10/13/14.

<u>Paul L. Harper</u>	<u>Mike H-G</u>
<u>Jody Muth</u>	
<u>Natalie O. Welling</u>	
<u>Janet Humlauf</u>	

Computer and Typewriter Use Policy

The library provides computers which allow access to a variety of electronic resources, including research resources, office software, children's games, the Internet, and the library catalog. These computers are available for use by all patrons. Regarding Internet use, certain age restrictions apply (See Internet Use and Safety Policy). Children unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them.

Patrons are welcome to use their personal laptops and other personal computing devices in the library. Patrons may connect personal equipment only to the wireless network, or to ports designated for such use. If necessary, patrons may plug their devices into a library electrical power source so long as they do not pose a safety hazard for others. All patrons using the Internet, wired or wireless, are subject to the terms of the library's Internet Use and Safety Policy.

The library staff can provide limited assistance in computer use.

Headphones may be available for use or purchase. The volume of audio programs must be kept low enough that other patrons are not disturbed.

There is no charge for printing from the library catalog. All other printing, including printing from online databases, costs 10 cents per printed page.

Multi-Use Computer time limits:

To promote equitable access to the Internet, the library utilizes time management software for all designated Multi-Use computers. To access these computers, JCPL library patrons must use his or her own library card number or may be given a guest pass if their card is not available; guests may receive a guest pass from circulation desk staff. Age restrictions apply (see Internet Use and Safety Policy).

All other patron computer time limits:

Time limits vary by library branch.

Staff may also take other measures to manage computer use time including (but not restricted to) reserving computers for individuals or groups with specific needs.

Only games currently installed on the children's computers may be played; staff cannot install other games, even those in our circulating collection.

Covered drinks are allowed near library computers.

The library also provides typewriters for patron use in the library.

No abuse of equipment or software will be tolerated. Loss or damage to the computers, peripheral equipment or library software will be paid for by the patron or responsible party.

Library staff has the right to restrict usage for those persons who do not use the equipment responsibly, do not abide by the regulations of the library, and/or do not abide by the specific rules for use of the computers.

JCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using JCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

8/06; revised 10/14

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

The Jasper County Public Library regards ~~as valid~~ every reference question asked by any patron as valid. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

II. STATEMENT OF OBJECTIVES

Reference service involves directly providing information or providing instruction in the use of sources to each person to the degree that he or she individually requires.

Patrons will have opportunity to receive instruction in the use of resources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. E-mail reference service/social media
5. Mail reference

III. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.

2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate print or nonprint sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. It is noted that lengthy searches of the Internet, periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform. If needed, staff may consult with the Managing Librarian for guidance in determining if a reference request is too extensive or beyond the library's resources. The Managing Librarian may consult with Director as needed.
10. Telephone, social media, and e-mail reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

Adopted 10/04; Revised 10/14

LIBRARY BOARD PRIVILEGE POLICY

~~Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of current board members, to their children living at home and under the age of 25 (upon request), and to past board members.~~

~~Board members and families will be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned.~~

~~Lost or damaged library cards will be replaced free of charge.~~

~~Board members may check out more than 2 items without presenting their library card.~~

~~Board members may be reimbursed for expenses incurred while conducting library business.~~

~~FAX messages may be sent and received for 15 cents per page.~~

~~Meeting rooms may be used free of charge for social engagements. A deposit is not required.~~

~~Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families.~~

8/94; reviewed 9/13; revised 10/14

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 13th DAY OF October, 2014.

NAY

AYE

Michelle L. Harper
Jody Melton
Natalie A. Uebeling
Janet M. Umbar
Mike St. G.

ATTEST:

Michelle L. Harper
Secretary Pro Tem of the Jasper County Public Library Board

FILED

OCT 15 2014

Kimberly K. Shaw
Auditor, Jasper Co.

**Director's Report
September 2014**

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: In October the following policies are up for review: Reference Policy, Computer and Typewriter Use Policy, ADA Notice, and Video Surveillance Policy. In addition changes to our Board Privilege Policy are necessary upon receipt of an informational legal memo from the Indiana State Library in regard to showing appreciation for library board members. Please see R 10, R 12, and R 14. Revisions are recommended to our Computer and Typewriter Use Policy, our Reference Policy, and our Board Privilege Policy. The revision to the Computer and Typewriter Use Policy is to include the entire correct name of the Internet Use and Safety Policy; the revision to the Reference Policy is to improve content; and the revisions to the Board Privilege Policy are to be in keeping with the advice given to us by legal counsel at the State Library. No revisions are recommended to the ADA Notice and Video Surveillance Policy. **If you approve the Consent Agenda, you will approve revisions to our Computer and Typewriter Use Policy, our Reference Policy, and our Board Privilege Policy as presented.**

General Business:

Budget 2015 Adoption: At the October meeting you will need to pass a resolution adopting the 2015 Budget as advertised. As a reminder here is a budget summary: Operating Fund \$2,508,117; Library Improvement Reserve Fund \$25,192; Bond & Interest Redemption Fund \$327,008.

Health Insurance Renewal: We have received our health insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2015 budget, and one of the options presented to us did come in under that percentage increase. We are still reviewing this information, received at the beginning of the month, and will bring information and a recommendation to you at our October meeting.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure

we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

DeMotte Library – future plans: At the September board meeting I did let you know that property adjacent to the library is for sale. Since DeMotte Library is landlocked, I felt it was important for the board to know that adjacent property is for sale. We wanted to discuss this information further so we noted it as an item for a future agenda for further discussion. We will continue that discussion at our October meeting.

2015 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2015. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Jody Melton (chair), Deana George, and Janelle Harper. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

September began with our day-long Staff Development Day, planned by our Management team and hosted by the Wheatfield Library staff. Our agenda featured training on INSPIRE, Reader's Advisory, Outreach/Community Engagement, and Fire Extinguisher Training. The day also included time for hands on database practice and a 'staff favorites' roundtable with a goal of staff interaction and relationship building. Staff evaluations have been very positive about this full day of training. LEUs were earned. Staff is very appreciative of this Board approved time for continuing education.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued 201 new cards.

In August I reported to you that The Board of Brick Street Poetry Inc. invited our library to participate in their Bicentennial Commission approved 'Birthday Book' Project. In 2016, the State of Indiana will celebrate its bicentennial. In honor of this event, the Indiana Bicentennial Commission is creating a 'Birthday Book' of poetry. Each county in the state was invited to submit five poems which best capture the history and spirit of that county. The Commission will then select one poem to represent that county in the Birthday Book. We facilitated this collection in Jasper County and received six poems. Five poems were forwarded to Brick Street Poetry of Indianapolis for final selection and publication, to be announced sometime in 2015. Contributors included: John Groppe of Rensselaer, Pat Kopanda of DeMotte,

Kayla McDaniel of Rensselaer, Karen Lloikema of Rensselaer, Carlee Alson of Rensselaer, and Ed Habrowski of Rensselaer.

The Rensselaer Library Re-Roof project is complete. Hamstra reseeded areas of our lawn that were torn up during the project, and landscapers for the funeral home reseeded areas disturbed when contractors excavated on our property when the funeral home was tied into sewer lines on our property.

Rayann and I attended the 2014 ILF Legislative Update on October 7 which is always an informative day. Our ILF Legislative Advocates spoke about potential topics for next year's legislative session. Some topics that are considered high priorities for the library community included: maintaining fiscal autonomy; INSPIRE; and broadband connectivity/capacity.

I attended the MCLS Annual Meeting in Battle Creek, MI on October 3. Former ALA President Maureen Sullivan gave the keynote address, Libraries Transforming Communities. She remarked that we are not changing libraries. We are helping them evolve. Libraries help self-directed learning, and public officials have to help sustain our nation's libraries. This is a time of opportunity and libraries must learn to be more strategic and be engaged with their communities. She advised we be on the lookout for the the Aspen Institute Dialogue on Public Libraries Report due to be released October 14. According to the Institute website - *"Rising to the Challenge" is the culmination of a year-long exploration and examination of the challenges and opportunities facing communities and their public libraries as society moves deeper into the digital era. It projects a new vision for public libraries and promotes new thinking about libraries, their critical assets, new networked forms, and the essential role they now play in providing opportunities for individuals and communities to succeed in an economy and society that reward learning, creativity, innovation, and social connection. "Rising to the Challenge" addresses key strategies for building strong libraries and communities, and offers a series of action steps for those who are motivated by the Dialogue's vision to get started in their own communities. The report will be released on October 14th in the The Sue and Edgar Wachenheim III Trustees Room of the New York Public Library. A panel of respected thought leaders will include Linda Johnson, president and CEO of the Brooklyn Public Library, and Nashville Mayor Karl Dean. This is perfect timing for us as we are in the midst of drafting our new Long Range Plan.*

System Administrator News

To inform, enrich, and empower our diverse community.

Sheila attended Emerging Technology Trends Workshop at the Fulton County Public Library. David Lee King was the speaker and discussed 10 emerging tech trends in detail and how each will affect libraries. We reviewed this list at our September Management meeting. In addition she attended an Automation Counterparts meeting where the discussion centered around major e-rate changes for 2015, IE11 issues, wireless printing/scanning/faxing for patrons, and Awesome Box to name a few. We have experienced vexing issues with our automated system running slowly of late. We are still in the midst of troubleshooting and working to improve. While we can't be certain, it seems that the trouble sits with our vendor who hosts our server, but we are still considering possible causes and solutions.

Technical Services News

Becky reports, "At the beginning of the month Virginia Salyer began her practicum with us. She has been cataloging books on Thursday mornings. She still needs some supervision ; I check her work for any errors, and let her know what she needs to work on. It's been a help to have an extra person cataloging. Peggy has finalized a date for the October AV trip... Ordering has not been normal this year because of the flood, and the personnel changes.

DeMotte Library News

The Friends of the DeMotte Library are sponsoring an author visit. Rosemary Gard will be at the library Monday, October 20 at 6:30pm. The Friends of the Library plan to purchase her three books for the library. Debbie began as the new Youth Services Specialist on September 22. She has been immersed in training on a variety of topics and reports that she is developing good working relationships with the DeMotte staff.

Rensselaer Library News

Janice Wilma began as the new Youth Services Librarian on September 22. She reports, "It has been a very exciting time for me as the new Youth Services Librarian. I have been trying to assimilate all the new information I am learning, and prioritize my new responsibilities. I am anxious to plan new programs and carry them out as well as get to know the patrons I serve. The staff has been friendly and extremely helpful." Linda reports, "This month we offered another round of interesting programs, including; Mozzarella making, a program presented by the Crisis Center on Domestic Violence, and Rachel has started the first Men's Book Club, the first discussion was held with 6 men attending!"

Wheatfield Library News

Evie reports, "I attended the meetings held by the Chamber of Commerce, as we prepared for the town's annual Sandhill Crane Festival. I also helped the Chamber

with marking booth spots and setting up tents the day before the event and worked the Chamber's booth ... the day of the festival. Rachael also worked a booth for the library, and the Friends of the library had their own booth as well... Rachael and Carolynn held a number of programs, including Story Time, Teen Book Club, After School Program, K-1 Book Talk, First-grade visits, and visits to Wheatfield Elementary. Carolynn made some new displays for Banned Books Week, upcoming programs, and fall. She also created an awesome new logo for the kids to use when they make shirts for their Book Club next month!"

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

September 30, 2014

	Beginning 2014 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$540,945.63	\$177,663.87	\$1,567,042.83	\$81,330.06	\$1,414,267.90	\$388,170.70
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$10,367.43	\$398.96	\$9,515.42	\$314.53	\$10,973.79	\$11,825.80
DeMotte	\$2,634.29	\$155.15	\$2,901.30	\$0.00	\$3,317.79	\$3,050.78
Rensselaer	\$5,438.24	\$84.34	\$3,409.35	\$1.00	\$4,215.22	\$6,244.11
Wheatfield	\$2,294.90	\$159.47	\$3,204.77	\$313.53	\$3,440.78	\$2,530.91
Library Improvement Reserve Fund	\$309,690.79	\$89,748.40	\$140,098.40	\$18.33	\$245.95	\$169,838.34
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$324,682.00	\$0.00	\$172,352.94	\$21,964.89
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$0.00	\$10,361.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.90	\$7,161.62	\$1,269,481.50
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$7.42	\$96.36	\$96.02
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$97.68	\$0.00	\$97.68	\$0.00
Insurance Settlement Fund	\$0.00	\$1,397.86	\$276,782.21	\$0.00	\$284,389.20	\$7,606.99
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,267.99	\$71,820.36	\$8,267.99	\$71,820.36	\$0.00
FICA Tax Collected	\$0.00	\$7,109.41	\$65,094.35	\$7,101.95	\$65,094.35	\$0.00
State Tax Collected	\$3,131.91	\$3,450.81	\$29,768.13	\$3,296.25	\$29,932.42	\$3,296.20
County Tax Collected	\$2,403.50	\$2,692.93	\$23,131.80	\$2,508.65	\$23,237.00	\$2,508.70
Deferred Comp.	\$0.00	\$1,890.00	\$24,992.40	\$1,890.00	\$24,992.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,462.38	\$28,468.92	\$2,498.86	\$28,482.13	\$7.49
Employee Life Insur.	(\$0.36)	\$178.98	\$1,777.82	\$178.98	\$1,778.18	\$0.00
Employee INPRS	\$0.00	\$2,726.25	\$25,551.83	\$2,726.25	\$25,551.85	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$297,987.84	\$2,629,494.12	\$110,143.17	\$2,170,522.74	\$2,192,380.41

Bank Balances
Jasper County Public Library
Report as of: 9/30/14

<i>Bank</i>		
1	Alliance Bank	\$670,535.85
2	Demotte State Bank	\$11,089.11
4	PNC Bank	\$10,485.45
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$0.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
6	Fifth Third Bank CD#002- 0668786509	\$500,000.00
<i>Total all banks =</i>		<i>\$2,192,380.41</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/14 To 9/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$47,674.52	\$15,370.48	75.6
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$85,699.39	\$791,280.30	\$263,273.70	75.0
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,069.84	\$38,019.00	\$29,159.00	56.6
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,109.45	\$65,094.66	\$25,540.34	71.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$3,269.21	\$250.79	92.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,344.82	\$77,998.77	\$26,052.23	75.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$11,161.77	\$80,749.43	\$98,384.57	45.1
Subtotal	\$1,562,117.00		\$1,562,117.00	\$121,691.01	\$1,104,085.89	\$458,031.11	70.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,192.88	\$4,619.14	\$3,380.86	57.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$370.00	\$3,817.08	\$2,682.92	58.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$892.38	\$4,024.25	\$3,975.75	50.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$85.70	\$914.30	8.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$44.27	\$155.73	22.1
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$169.85	\$472.29	\$1,527.71	23.6
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$698.80	\$7,406.06	\$7,543.94	49.5
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

F35

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$3,323.91	\$20,774.64	\$20,975.36	49.8
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,826.75	\$3,173.25	36.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,072.64	\$10,605.65	(\$5,605.65)	212.1
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$0.00	\$17,555.75	\$3,630.25	82.9
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$442.51	\$2,717.06	\$1,482.94	64.7
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,105.65	\$894.35	70.2
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,258.15	\$10,573.94	\$9,426.06	52.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$202.13	\$6,947.33	\$1,052.67	86.8
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$89.98	\$1,067.46	\$732.54	59.3
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$1,461.00	\$2,788.00	\$55,652.00	4.8
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$170.10	\$480.99	\$319.01	60.1
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$178.75	\$1,295.24	\$204.76	86.3
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$18,240.18	\$10,259.82	64.0
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$952.89	\$20,799.53	\$9,200.47	69.3
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$8,894.22	\$66,371.12	\$18,628.88	78.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$213.90	\$2,454.03	(\$454.03)	122.7
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$483.52	\$4,420.37	\$1,279.63	77.6
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$11,646.16	\$38,513.82	\$19,486.18	66.4
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$1,041.15	(\$161.15)	118.3
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$230.55	\$419.45	35.5
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,515.70	\$284.30	89.8
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$61.45	\$561.45	\$17.95	\$79.40	\$482.05	14.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$9,813.96	\$84,129.99	\$21,218.01	79.9
Subtotal	\$561,324.00	\$61.45	\$561,385.45	\$36,907.81	\$300,199.66	\$261,185.79	53.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$1,602.74	\$4,407.32	\$35,326.68	11.1
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$8,052.96	\$90,331.83	\$59,668.17	60.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,032.63	\$13,134.84	\$11,865.16	52.5
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$5,052.81	\$27,283.97	\$29,629.03	47.9
Subtotal	\$271,647.00		\$271,647.00	\$15,741.14	\$135,157.96	\$136,489.04	49.8
Grand Total	\$2,436,838.00	\$61.45	\$2,436,899.45	\$177,663.87	\$1,560,218.15	\$876,681.30	64.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 9/1/14 To 9/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$15,271.00	\$120,000.00	\$135,271.00	\$89,748.40	\$140,098.40	(\$4,827.40)	103.6
Subtotal	\$25,271.00	\$120,000.00	\$145,271.00	\$89,748.40	\$140,098.40	\$5,172.60	96.4
Grand Total	\$25,271.00	\$120,000.00	\$145,271.00	\$89,748.40	\$140,098.40	\$5,172.60	96.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 196 INSURANCE SETTLEMENT F

Jasper County Public Library

Report Date: From 9/1/14 To 9/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>2. Supplies</i>							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$270.19	(\$270.19)	0.0
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$4,118.75	(\$4,118.75)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$215,863.98	(\$215,863.98)	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$792.88	\$51,442.70	(\$51,442.70)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$504.99	\$9,005.36	(\$9,005.36)	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$99.99	\$499.95	(\$499.95)	0.0
Subtotal	\$0.00		\$0.00	\$1,397.86	\$60,948.01	(\$60,948.01)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,397.86	\$277,082.18	(\$277,082.18)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 9/1/14 To 9/30/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33280	682	AARON'S LAWN CARE	9/8/14	DeM, Rens, Wh: Mowing & edging	\$800.00
33281	683	AFFORDABLE ALTERNATIVES	9/8/14	Unabridged labels	\$36.80
33282	684	ALLIED WASTE SERVICES #71	9/8/14	Wh: Trash Service- September 2014	\$57.38
33283	685	ANTHEM BLUE CROSS BLUE	9/8/14	Health Ins. Premiums- September 2014, 15 employees; July & August 2014 Cobra premiums for D. Kooy	\$11,145.50
33284	686	ANTHEM LIFE	9/8/14	Life Ins. Premiums- September 2014	\$94.68
33285	687	APPLE BOOKS	9/8/14	Books	\$97.84
33286	688	BAKER & TAYLOR	9/8/14	Books, Continuations, AV, Auto. Yours	\$9,097.07
33287	689	BAKER & TAYLOR ENTERTAIN	9/8/14	DVDs	\$1,089.95
33288	690	BLUETARP FINANCIAL, INC	9/8/14	Faucet, toilet, screws, eye bolts, wd-40, sanding sheets, hand sander, brass lock, shelf supports	\$176.58
33289	691	BRENDA THOMPSON	9/8/14	Mileage 8/14-8/26/14: Management Meeting, Librarian's Counsel Meeting, B2B, Deliver lit kits, Interviews	\$93.13
33290	692	DELTA DENTAL	9/8/14	Dental Ins. Premiums- September 2014, 15 employees; July, August, & September Cobra premiums for D. Kooy	\$526.90
33291	693	DEMCO	9/8/14	Labels, record checking cards	\$212.21
33292	694	ECKHART PUBLIC LIBRARY	9/8/14	Lost ILL Item- patron reimbursed	\$17.95
33293	695	ENA SERVICES LLC	9/8/14	Internet Service- August 2014	\$1,461.00
33294	696	FINDAWAY WORLD, LLC	9/8/14	Playaway View, earbuds	\$101.30
33295	697	HAMSTRA BUILDERS, INC.	9/8/14	Wh: Found & replaced bad blower wheel; inspected duct work, thermostats, furnaces, intakes, & supply air, adjusted damper for air flow; DeM: Replaced manhole lid; Rens: Roof progress	\$90,705.37
33296	698	HP PRODUCTS	9/8/14	Odor counteractants	\$42.67
33297	699	JANWAY COMPANY USA, INC.	9/8/14	Color change spoons	\$178.75
33298	700	KIRBY RISK CORPORATION	9/8/14	Lightbulbs	\$506.40
33299	701	KOLORTECH LIGHTING LLC	9/8/14	Lightbulbs	\$290.62
33300	702	LAKESHORE LEARNING MATE	9/8/14	2 Bookstands	\$457.70
33301	703	LINDA POORTENGA	9/8/14	Mileage 8/9-8/29/14: B2B deliveries, bank deposit, Management Meeting, B2B meeting, interviews	\$171.02
33302	704	MELISSA J. WIDNER	9/8/14	Book Group expenses	\$14.96
33303	705	NATIONAL BUSINESS FURNIT	9/8/14	Replacement furniture (FLOOD)	\$397.00
33304	706	QUILL CORPORATION	9/8/14	Enmotion paper towels, x-acto knife, labels, construction paper, invisible tape, colored copy paper, ink cartridges, laminate, double-sided tape, copy paper, butterfly clips	\$751.77
33305	707	RECORDED BOOKS, INC	9/8/14	Audiobooks	\$710.29
33306	708	ROEING CORP.	9/8/14	Tech Maintenance Support - 4th Installment 2014	\$9,500.00
33307	709	SCHOLASTIC LIBRARY	9/8/14	Continuations	\$832.00
33308	710	SENTIMENTAL PRODUCTIONS	9/8/14	DVDs	\$120.00
33309	711	STERLING COMPUTERS	9/8/14	USB soundbars	\$395.88
33310	712	SUNRISE PACKAGING INC.	9/8/14	Audiobook cases	\$114.23
33311	713	TOWN OF DEMOTTE	9/8/14	DeM: Water & Sewer Service- August 2014	\$167.64
33312	714	TOWN OF WHEATFIELD	9/8/14	Wh: Sewer Service- September 2014	\$56.65
33313	715	VISION SERVICE PLAN- (IN)	9/8/14	Vision Ins. Premiums- September 2014, 15 employees	\$167.02
33314	716	WAL-MART COMMUNITY/GEC	9/8/14	Sandhill Crane Festival expenses, Summer Reading program expenses, Fermented Foods program expenses, wipes, children's program expenses, cleaning supplies, batteries, DVDs, children's supplies, CDs, Tuesday Movie program expenses	\$2,164.76
33315	717	WASTE MANAGEMENT	9/8/14	DeM: Trash Service- September 2014	\$81.40
33316	718	ACE HARDWARE	9/8/14	Toilet repair parts	\$22.76
33317	719	BOOKPAGE	9/8/14	Bookpage subscription, Oct 2014-Sep2015	\$480.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33318	720	BUSINESS CARD	9/8/14	Staff Anniversary expenses, DVD returns, Volunteer Party expenses, domain name renewals, background checks, CYPD expenses, B2B expenses	\$211.25
33319	721	CENTURYLINK	9/8/14	Long Distance Phone Service- August 2014	\$19.39
33320	722	CHICAGO TRIBUNE	9/8/14	DeM: Newspaper subscription Acct# 000020468938 9/8/14-3/8/15	\$259.74
33321	723	COMMISSION ON PUBLIC REC	9/8/14	Microfilm of KV Post News 2013	\$120.00
33322	724	CULLIGAN WATER CONDITIO	9/8/14	Wh: Water Cooler Rental-September 2014	\$9.95
33323	725	DEMCO	9/8/14	ABC rug, 2 book trucks, label protectors	\$1,400.49
33324	726	KANKAKEE VALLEY PUBLISHI	9/8/14	Budget Ads	\$170.10
33325	727	KARLA HAUSENFLECK	9/8/14	Mileage 3/20-8/25/14: Counterparts meeting, Outreach Storytimes, CYPD	\$255.92
33326	728	MOHLER ARCHITECTS, P.C.	9/8/14	Wh: Consulting with Hamstra on HVAC; DeM: Floor inspection; Rens: Roof Project	\$1,040.00
33327	729	NIPSCO	9/8/14	DeM. & Wh: Gas & Electric Service	\$6,096.24
33328	730	OFFICE DEPOT	9/8/14	DVD folders, electric stapler, paperclip dispenser, hanging folders, toner, typewriter ribbon, scotch tape	\$833.91
33329	731	PATTY STRINGFELLOW	9/8/14	Mileage 8/29-9/8/14: Branch Visits	\$78.40
33330	732	PRECISION CONTROL SYSTE	9/8/14	DeM: Installed combustion/burner fan, motor, & gasket, pulled drive, mount, secure, wire in & program new drive: Rens: Meeting room overheating, hydraulic actuator for valve leaking, shut off, reheat valve temp., chiller keypad & flow switch need replaced, replaced flow switch @ chiller, wired in & checked operation, replaced VAV box in meeting room, program reloaded to box, washed coils on outside chiller, checked & calibrated Tech Services	\$9,889.19
0	733	SAGE PAYMENT SOLUTIONS	9/8/14	Merchant Processing Fees- August 2014, (automatic withdrawal on 9/2/14)	\$44.96
33331	734	UNIQUE MANAGEMENT SERVI	9/8/14	Collections: Initial/Secondary Placements- August 2014	\$187.95
33332	735	USA TODAY	9/8/14	Wh: Newspaper subscription Acct# 4209466 10/1/14-9/30/15	\$292.89
0	736	PAYROLL	9/10/14	PAYROLL	\$45,110.22
0	737	PAYROLL	9/10/14	PAYROLL	\$5,389.44
0	738	ALLIANCE BANK	9/10/14	Direct Deposit Fees- August 2014	\$36.60
0	739	ANTHEM BLUE CROSS BLUE	9/10/14	September 2014 Cobra premiums for D. Kooy	\$1,286.02
0	740	BILL HROMADA	9/10/14	Courier Mileage 8/18/14 - 8/29/14 (Conf. #157)	\$347.20
0	741	CENTURYLINK	9/10/14	Rens: Local Phone & Fax Service- September 2014 (Conf. #159)	\$369.03
0	742	GREAT-WEST RETIREMENT S	9/10/14	Annuity Contributions withheld 9/10/14 Payroll (Conf. #158)	\$945.00
0	743	INDIANA DEPARTMENT OF RE	9/10/14	State & County Taxes withheld August Payrolls (Ref. #01385)	\$6,143.74
0	744	INPRS fbo PERF	9/10/14	INPRS Contributions 9/10/14 Payroll	\$5,212.78
0	745	INPRS fbo PERF	9/11/14	INPRS Contributions 9/10/14 Payroll (Brenda Thompson 2nd/final payroll check)	\$765.30
0	746	IRS USA TAXPAYMENT	9/11/14	Federal Withholding, Medicare, & FICA withheld 9/10/14 Payroll & Ins. Rebate checks 8/11/14 (Acknowledgement# 73232388)	\$12,254.53
0	747	PAYROLL	9/25/14	PAYROLL	\$44,575.31
0	748	AFLAC	9/25/14	Supplemental Insurance September 2014 (Conf. #162)	\$583.01
0	749	BILL HROMADA	9/25/14	Courier Mileage 9/2/14-9/15/14 (Conf. #161)	\$312.48
0	750	CENTURYLINK	9/25/14	WH: Local Phone Service September 2014 (Conf #165)	\$39.65
0	751	CENTURYLINK	9/25/14	WH: Fax Service September 2014 Conf. # 164)	\$14.44
0	752	CITY OF RENSSELAER	9/25/14	RENS: Utilities 8/11/14 - 9/9/14 (Conf. #163)	\$4,085.22
0	753	GREAT-WEST RETIREMENT S	9/25/14	Annuity Contributions withheld 9/25/14 Payroll (Conf. #166)	\$945.00
0	754	INPRS fbo PERF	9/25/14	INPRS Contributions 9/25/14 Payroll	\$5,092.99
0	755	IRS USA TAXPAYMENT	9/25/14	Federal Withholding, Medicare, & FICA withheld 9/25/14 Payroll & Ins. (Acknowledgement# 01419806)	\$10,232.32

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$297,987.84

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 06, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$297,987.84

Date this 13th day of October, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,477.23	\$23,142.47
DeMotte	\$722.33	\$8,436.50		
Rensselaer	\$869.07	\$8,287.73		
Wheatfield	\$885.83	\$6,418.24		
PHOTOCOPIES:			\$1,003.35	\$7,061.68
DeMotte	\$393.65	\$2,834.85		
Rensselaer	\$397.20	\$2,467.75		
Wheatfield	\$212.50	\$1,759.08		
INTEREST (Checking, Repurchase, CDs):.....			\$44.05	\$512.59
TAXES:			\$75,025.05	\$1,340,726.20
Property Tax	\$0.00	\$605,035.30		
LOIT	\$17,903.58	\$161,132.22		
License Excise Tax	\$0.00	\$52,903.56		
Financial Institution Tax	\$0.00	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$424,587.24		
Local Option/Property Tax Repl.	\$9,945.11	\$89,505.99		
TAXABLE SALES:-.....			\$5.90	\$298.91
REFUNDS:			\$2,774.48	\$42,526.05
Rebates/Refund	\$0.00	\$2,504.87		
Insurance Claims/Reimbursements	\$2,674.48	\$4,011.72		
Meeting Room Rental	\$100.00	\$1,050.00		
Reimbursement	\$0.00	\$44.25		
Fixed Asset Sales	\$0.00	\$117.10		
Miscellaneous Receipts	\$0.00	\$4,716.11		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$81,330.06	\$1,414,267.90
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$314.53	\$10,973.79
DeMotte	\$0.00	\$3,317.79		
Rensselaer	\$1.00	\$4,215.22		
Wheatfield	\$313.53	\$3,440.78		
LIB. IMPROV. RESERVE FUND:			\$18.33	\$245.95
Interest Earned	\$18.33	\$245.95		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$172,352.94
Property Tax	\$0.00	\$158,979.02		
License Excise Tax	\$0.00	\$11,710.79		
Financial Institution Tax	\$0.00	\$296.03		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$1,599.61	\$0.00	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:-.....		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.90	\$7,161.62
Interest Earned	\$3.90	\$7,161.62		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$8,399.00
SALES TAX:-.....			\$7.42	\$96.36
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$97.68
Interfund Transfer	\$0.00	\$97.68		
INSURANCE SETTLEMENT FUND			\$0.00	\$284,389.20
SUB-TOTAL (page 1).....			\$81,674.24	\$1,899,634.05

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,267.99	\$71,820.36
FICA Collected	\$7,101.95	\$65,094.35
State Tax Collected	\$3,296.25	\$29,932.42
County Tax Collected	\$2,508.65	\$23,237.00
Deferred Comp Plan	\$1,890.00	\$24,992.40
Pre-tax Insurance Plans	\$2,498.86	\$28,482.13
Life Insurance	\$178.98	\$1,778.18
INPRS	\$2,726.25	\$25,551.85
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$28,468.93

\$270,888.69

TOTAL RECEIPTS - ALL FUNDS.....

\$110,143.17

\$2,170,522.74

Voucher List

Jasper County Public Library

Report Date: From 10/1/14 To 10/13/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	756	PAYROLL	10/10/14	PAYROLL	\$45,972.86
0	757	BILL HROMADA	10/10/14	Courier Mileage 9/16/14-9/30/14 (Conf. #168)	\$381.92
0	758	GREAT-WEST RETIREMENT S	10/10/14	Annuity Contributions withheld 10/10/14 Payroll (Conf. #170)	\$945.00
0	759	INDIANA DEPARTMENT OF RE	10/10/14	State & County Taxes withheld September 2014 Payrolls (Ref. #75151)	\$5,804.90
0	760	INPRS fbo PERF	10/10/14	INPRS Contributions 10/10/14 Payroll	\$5,303.84
0	761	IRS USA TAXPAYMENT	10/10/14	Federal Withholding, Medicare, & FICA withheld 10/10/14 Payroll (Acknowledgement# 60469502)	\$10,533.00
0	762	TOWN OF DEMOTTE	10/10/14	DeM: Water & Sewer Service- September 2014	\$167.64
0	763	TOWN OF WHEATFIELD	10/10/14	Wh: Sewer Service- October 2014	\$56.65
33333	764	AARON'S LAWN CARE	10/13/14	DeM, Rens: Mowing & edging; Wh: Mowing, edging, & take trees out of wetland area	\$1,310.00
0	765	ALLIANCE BANK	10/13/14	Direct Deposit Fees- September 2014	\$38.30
33334	766	ALLIED WASTE SERVICES #71	10/13/14	Wh: Trash Service- October 2014	\$57.38
33335	767	AMERICAN LIBRARY ASSOCIA	10/13/14	Bookmarks, poster	\$53.00
33336	768	ANTHEM BLUE CROSS BLUE	10/13/14	October 2014 Cobra premiums for D. Kooy	\$1,286.02
33337	769	ANTHEM BLUE CROSS BLUE	10/13/14	Health Ins. Premiums- October 2014, 15 employees	\$9,185.85
33338	770	ANTHEM LIFE	10/13/14	Life Ins. Premiums- October 2014	\$82.62
33339	771	AUTOMATIC DOOR SERVICE	10/13/14	Rens: Replace Von Duprin electric latch retraction kit on inside automatic door	\$906.00
33340	772	BAKER & TAYLOR	10/13/14	Books, Continuations, AV, Auto. Yours	\$13,141.68
33341	773	BAKER & TAYLOR ENTERTAIN	10/13/14	DVDs	\$571.60
33342	774	BLR	10/13/14	IN Employment Law Letter Subscription	\$417.00
33343	775	BLUETARP FINANCIAL, INC	10/13/14	Faucet, rollers, paint tray liner	\$57.74
33344	776	BRODART CO.	10/13/14	Mylar	\$87.56
33345	777	BUSINESS CARD	10/13/14	Background check, Managing Emotions Seminar expenses, SDD expenses, labels, children's supplies, postage, vacuum repair part, shop vacs, leaf blowers, LED stick on light, B2B expenses, staff anniversary expenses, books	\$888.06
33346	778	BUSINESS MANAGEMENT DAI	10/13/14	Manager's Legal Bulletin & Payroll Legal Alert Newsletters- 1 year subscriptions, Acct#43590832 & 43590834	\$229.08
33347	779	CARDINAL OFFICE PRODUCT	10/13/14	DeMotte Patron Copier Maintenance	\$252.32
33348	780	CAROLYNN DeVRIES	10/13/14	Children's supplies	\$25.55
33349	781	CARRIAGE PAPER PRODUCT	10/13/14	Receipt paper rolls	\$130.00
33350	782	CENTURYLINK	10/13/14	Long Distance Phone Service- September 2014	\$20.43
33351	783	CIRCLE R ELECTRIC, INC.	10/13/14	Rens: Install ballasts & bulbs in parking lot lights, work on parking lot lights; Wh: reset timer system, install bulbs in parking lot lights; DeM: install bulbs in parking lot lights	\$1,770.75
33352	784	CONSOLIDATED INSURANCE	10/13/14	Semi-annual premium for building insurance	\$9,811.00
33353	785	CRESTLINE SPECIALTIES, INC	10/13/14	Grocery tote bags	\$192.14
33354	786	CULLIGAN WATER CONDITIO	10/13/14	Wh: Water Cooler Rental-October 2014, 5-gallon drinking water- 8	\$65.95
33355	787	D & S COMPUTER SERVICES	10/13/14	Hosting 4th quarter 2014	\$120.00
33356	788	DAVIS WATER CONDITIONING	10/13/14	DeM: 50# bags of solar salt- 15	\$112.50
33357	789	DELTA DENTAL	10/13/14	Dental Ins. Premiums- October 2014, 15 employees; October Cobra premiums for D. Kooy	\$424.46
33358	790	DONNA BARKO	10/13/14	Mileage 8/12-9/25/14: bank deposits, Post Office, Managing Emotions Seminar, Courthouse	\$67.31
33359	791	ENA SERVICES LLC	10/13/14	Internet Service- September 2014	\$1,461.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33360	792	FAEGRE BAKER DANIELS LLP	10/13/14	Legal Assistance on personnel matters	\$836.00
33361	793	GALE/CENGAGE LEARNING	10/13/14	Books	\$50.24
33362	794	GAYLORD BROS., INC.	10/13/14	Classification spine labels, buffered interleaving paper, foil back labels	\$101.44
33363	795	GREY HOUSE PUBLISHING	10/13/14	Continuations	\$307.50
33364	796	HAMSTRA BUILDERS, INC.	10/13/14	Rens: Roof	\$10,635.60
33365	797	HERITAGE OFFICE PRODUCT	10/13/14	Nametag	\$11.50
33366	798	HP PRODUCTS	10/13/14	Trash bags, gloves, neutral cleaner, toilet bowl cleaner	\$175.00
33367	799	HR SPECIALIST	10/13/14	HR Specialist, 12 Issues	\$97.00
33368	800	INDIANA LIBRARY FEDERATIO	10/13/14	Annual Conference registration- E. Bristol, D. Kristoff; Legislative Fall Forum registration- P. Stringfellow, R. Gilmore	\$590.00
33369	801	JANWAY COMPANY USA, INC.	10/13/14	XL zippered bags, navy	\$289.89
33370	802	JEAN LAMBERT	10/13/14	Mileage 6/2-9/22/14: drop off recycling, pick up cleaning supplies, SDD	\$19.26
33371	803	KIM DELGER	10/13/14	Mileage 9/3/14: return book kit	\$31.36
33372	804	KIRBY RISK CORPORATION	10/13/14	Light bulbs	\$50.00
33373	805	KOLORTECH LIGHTING LLC	10/13/14	Light bulbs	\$279.60
33374	806	LINDA POORTENGA	10/13/14	CDs	\$20.00
33375	807	MATTHEW BALL	10/13/14	Piano Musical Program	\$300.00
33376	808	MIDWEST COLLABORATIVE F	10/13/14	MCLS Annual Meeting registration- P. Stringfellow	\$75.00
33377	809	MIDWEST TAPE	10/13/14	Audiobook sleeves	\$425.99
33378	810	NATIONAL BUSINESS FURNIT	10/13/14	Replacement furniture (FLOOD)	\$1,239.96
33379	811	NIMBOIP LLC	10/13/14	Wh: Maintenance check on voicemail	\$132.50
33380	812	NIPSCO	10/13/14	DeM & Wh: Gas & Electric Service	\$6,099.39
33381	813	OFFICE DEPOT	10/13/14	Double-sided tape, file rubber bands, contact paper	\$55.25
33382	814	PAT KOPANDA	10/13/14	Book	\$20.00
33383	815	PATTY STRINGFELLOW	10/13/14	Mileage 9/10-10/7/14: branch visits, Copyright Conference, storytime, book discussion, employee review, training for children's librarian, Legislative Fall Forum; Copyright Conference expenses	\$367.06
33384	816	POSTMASTER	10/13/14	Stamps	\$283.20
33385	817	QUILL CORPORATION	10/13/14	Utility knife, toner cartridges, highlighters	\$169.19
33386	818	RACHAEL CAVINDER	10/13/14	Mileage 7/22-9/11/14: Summer Reading program, Management Meeting	\$21.28
33387	819	RAYANN GILMORE	10/13/14	Mileage 8/6-10/7/14: bank deposits, deliver board packets, Post Office, pick up supplies, SDD, Board Meeting, training children's librarian, carpool to Legislative Fall Forum	\$99.40
33388	820	REBECCA AMALONG	10/13/14	Mileage 2/13-3/6/14: Management Meeting, Continuations Meeting	\$49.28
33389	821	RELIABLE EXTERMINATORS, I	10/13/14	Rens: Exterior Treatment	\$152.00
33390	822	RENSSELAER ROTARY CLUB	10/13/14	July & August 2014 dues & meals	\$108.00
33391	823	ROCK N LEARN	10/13/14	DVDs	\$156.97
33392	824	ROEING CORP.	10/13/14	APC replacement battery cartridge	\$189.00
0	825	SAGE PAYMENT SOLUTIONS	10/13/14	Merchant Processing Fees- September 2014, (automatic withdrawal on 10/2/14)	\$55.38
33393	826	SIMPLEXGRINNELL	10/13/14	Wh: Reprogrammed & tested dialer, moved 2 smoke detectors	\$338.00
33394	827	SUNRISE PACKAGING INC.	10/13/14	Audiobook cases	\$320.62
33395	828	SVT, LLC	10/13/14	Management Meeting expenses	\$36.97
33396	829	THE LIBRARY CORPORATION	10/13/14	Library Serials Support Nov 2014-Oct. 2015 Acct# 960058	\$2,606.00
33397	830	ULINE	10/13/14	DVD cases	\$292.17
33398	831	UNIQUE MANAGEMENT SERVI	10/13/14	Collections: Initial/Secondary Placements- September 2014	\$143.20
33399	832	VISION SERVICE PLAN- (IN)	10/13/14	Vision Ins. Premiums- October 2014, 15 employees	\$178.95
33400	833	WAL-MART COMMUNITY/GEC	10/13/14	Cleaning supplies, batteries, bubble wrap, DVDs	\$880.89

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33401	834	WASTE MANAGEMENT	10/13/14	DeM: Trash Service- October 2014	\$87.98
33402	835	WAYFAIR SUPPLY	10/13/14	Height adjustable chair, bookcases	\$559.46
33403	836	YVONNE DEL VECCHIO	10/13/14	Mileage 7/2-8/28/14: Walking Books, Book Club, deliver newsletters	\$42.11
33404	837	ZIESE PLUMBING, HEATING, &	10/13/14	Wh: Plugged sewer in bathroom, removed toilet from wall, rod sewer, reset toilet & clean up; DeM: No hot water in breakroom or men's upstairs restroom, supply pipes to faucet switched/changed over, adjusted mixing valve in mechanical room	\$710.00
33405	838	DEMCO	10/13/14	Book cart, polyfit, bookmarks, library logo road sign, classification labels	\$906.46
33406	839	INDIANA DEPT. OF WORKFOR	10/13/14	3rd Quarter 2014 Unemployment Compensation Pymt	\$351.71
33407	840	INDIANA LIBRARY FEDERATIO	10/13/14	2015 Library Membership	\$1,277.57
33408	841	KOLORTECH LIGHTING LLC	10/13/14	Light bulbs	\$368.68
33409	842	KONE, INC.	10/13/14	Dem: Quarterly Elevator Maintenance Agreement- 10/1-12/31/14	\$393.39
33410	843	MOHLER ARCHITECTS, P.C.	10/13/14	Rens: Re-Roof Project	\$287.50
33411	844	PEGGY WOODS	10/13/14	Mileage 7/22-10/9/14: AV shopping & returns, training Demotte Children's Librarian	\$23.52
33412	845	THREE TREE INVESTMENTS L	10/13/14	Wh: Replace faucets	\$100.00
33413	846	ZIESE PLUMBING, HEATING, &	10/13/14	DeM: Plumbing repair on sinks & faucets	\$201.00

Total Amount of Claims \$145,530.53

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 13, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$145,530.53

Date this 13th day of October, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Nov

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 10, 2014, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 13)

General Business

DeMotte Library Future Plans (R 20)
Technical Services Librarian & Systems Administrator
Annual Reports (R 20)
2015 Slate of Officers (R 21)
Year-End Board Meeting (R 21)

Discussion

Information
Information
Information

Director's Report (R 20-R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 13, 2014
Rensselaer Library

Present: Jody Melton, Natalie Waling, Janet Umlauf, Mark Heinig, Janelle Harper, Patricia Stringfellow, Rayann Gilmore

Absent: Deana George, Timothy Schultz

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Computer & Typewriter Use policy revisions, Reference Policy revisions, Board Privilege Policy revisions, and an update to the Salary Ordinance were approved as presented on a motion by N. Waling, seconded by J. Harper. Motion passed.

Budget 2015 Adoption: P. Stringfellow reviewed with the board that the 2015 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,508,117; Library Improvement Reserve Fund \$25,192; Bond & Interest Redemption Fund \$327,008. The 2015 budget was adopted as advertised with a motion by M. Heinig, seconded by N. Waling. Motion was unanimously passed.

Health Insurance Renewal: P. Stringfellow explained that this year we received rate information for two different health insurance plans. The first from Anthem (our current carrier) for a renewal of our current plan shows an 11% rate increase. The second from United Healthcare (UHC) for an Affordable Care Act (ACA) compliant plan shows a 2% decrease in the rates overall. The premiums for the ACA compliant plan through UHC are age based as required by the ACA, so premiums for each staff member would be different. Some staff would see a decrease in their premium and some staff would see an increase. With the UHC plan there would be a change in benefits and with the Anthem plan there would be no change in benefits. We are not required to switch to an ACA compliant plan this year, so either option is available to us. The rates for dental show an 8.64% increase and there was no change in the rates for vision or life. Both health insurance plan options were discussed. Anthem is a known entity to staff so there would be no changes to doctors or how claims are handled. With the current list of staff enrolled in the library's health insurance, there would be a savings to the library with the UHC plan. UHC would be a new insurance company and so there would be some changes for staff. There are some doctors who are not in network with UHC but are in network with Anthem. M. Heinig moved to continue with the current Anthem health insurance plan, seconded by J. Melton. Motion passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. N. Waling made a motion to request an advanced draw. J. Melton seconded the motion. Motion passed

DeMotte Library- future plans: P. Stringfellow shared at the September board meeting that property adjacent to the DeMotte library is for sale. The library is landlocked and leases parking space from the KV Schools. The parking lot lease will expire in June 2016. J. Melton has spoken with the seller of the property who has indicated that he is willing to negotiate with the library if the board is interested in pursuing purchase of the property for future use. P. Stringfellow explained that the library currently has a bond from the construction of the Wheatfield library which will be paid off in January of 2018. This could potentially free up some money for future

plans, including development of the property. P. Stringfellow explained that we are working on the library's long range plan for the next five years. Language could be inserted into this plan for a task force or feasibility study. J. Melton moved to authorize P. Stringfellow to research financial options available to purchase the property as well as seek legal advice on the possible purchase to bring back to the November board meeting for discussion, seconded by M. Heinig. Motion passed.

2015 Slate of Officers: The nominating committee, J. Melton (chairperson), D. George, and J. Harper, will present a slate of officers for 2015 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. We issued over 200 new cards in September.

In 2016, the State of Indiana will celebrate its bicentennial. In honor of this event, the Indiana Bicentennial Commission is creating a 'Birthday Book' of poetry from each county in the state. The library was invited to facilitate collection of poems in our county. Each county is able to submit five poems which best capture the history and spirit of that county. We received six poems, and five poems were forwarded to Brick Street Poetry of Indianapolis for final selection and publication. Contributors included: John Groppe of Rensselaer, Pat Kopanda of DeMotte, Kayla McDaniel of Rensselaer, Karen Lolkema of Rensselaer, Carlee Alson of Rensselaer, and Ed Habrowski of Rensselaer.

The Rensselaer Library Re-Roof project is complete. The lawn that was torn up during the project has been reseeded and final bills for the project have been paid.

Items for Future Agendas: Property for sale adjacent to the DeMotte Library.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:56 PM.



Janelle Harper, Secretary Pro-Tem



Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
October 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	27	23	0	50
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	72	3	0	75
Blu-Ray (DBR)	216	0	0	216
Books on CD (DBKCD)	164	10	4	178
Books on Tape (DBKT)	0	2	0	2
Compact Disc (DCD)	160	14	1	175
Digital Audiobooks (DDA)	20	0	0	20
DVD (DDVD)	1415	18	4	1437
Equipment (DEQP)	50	0	0	50
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	40	0	0	40
Fiction (DFIC)	732	16	9	757
Fiction Fantasy (DFICF)	11	5	1	17
Fiction Mystery (DFICM)	67	17	2	86
Fiction New (DFICNEW)	416	10	5	431
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	8	0	0	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	62	0	5	67
Hanging Bags (DHANG)	9	0	0	9
ILL (DILL)	56	4	3	63
Internet (DINTER)	944	0	0	944
Juv. Audio book (DJAUDB)	4	1	0	5
Juv. Biography (DJBIO)	44	2	0	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	1	0	22
Juvenile Easy (DJE)	519	47	8	574
Juv. Easy Non-fiction (DJENF)	28	4	0	32
Juv. Easy Reader (DJER)	349	1	0	350
Juv. Fiction (DJFIC)	464	15	4	483
Juv. Holiday books (DJHOL)	188	8	0	196
Juv. Magazine (DJMAG)	25	0	0	25
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	358	30	10	398
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	118	1	0	119

Large Print Fiction (DLPF)	211	12	2	225
Large Print Nonfic (DLPNF)	14	2	0	16
Magazine (DMAG)	723	0	0	723
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	20	0	0	20
Nonfiction 100 (DNF100)	16	3	0	19
Nonfiction 200 (DNF200)	23	2	0	25
Nonfiction 300 (DNF300)	43	12	6	61
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	24	0	4	28
Nonfiction 600 (DNF600)	149	7	4	160
Nonfiction 700 (DNF700)	54	2	1	57
Nonfiction 800 (DNF800)	11	3	4	18
Nonfiction 900 (DNF900)	60	3	1	64
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	50	0	1	51
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	111	6	5	122
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	0	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	1	0	3
Software (DSWAR)	12	0	0	12
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	32	1	1	34
YA Audio book (DYAUDB)	5	1	0	6
YA Biography (DYAB)	5	0	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	129	9	10	148
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	1	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	1	1	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	12	24	2	38
Blu-Ray (RBR)	1	283	0	284
Books on CD (RBKCD)	2	154	1	157
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	235	2	239
Digital Audiobooks (RDA)	0	27	1	28
DVD (RDVD)	20	2899	9	2928
Equipment (REQP)	0	27	0	27
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	36	0	36
Fiction (RFIC)	38	562	14	614
Fiction New (RFICNEW)	14	401	7	422

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	157	0	157
Hanging Bag (RHANG)	1	9	0	10
ILL (RILL)	0	52	1	53
Internet (RINTER)	0	1191	0	1191
Juv. Audio book (RJAUDB)	0	17	0	17
Juv. Biography (RJBIO)	3	32	1	36
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	44	1	47
Juvenile Easy (RJE)	24	786	3	813
Juv. Easy Non-fiction (RJENF)	4	66	0	70
Juv. Easy Reader (RJER)	14	393	8	415
Juv. Fiction (RJFIC)	7	679	5	691
Juv. Magazine (RJMAG)	0	16	0	16
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	502	22	539
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	14	0	14
Juv. Toddler (RJTOD)	0	98	0	98
Large Print Fiction (RLPF)	36	281	3	320
Large Print Nonfic (RLPNF)	1	8	1	10
Magazine (RMAG)	8	373	0	381
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	1	0	2
Non-Fiction 100 (RNF100)	0	20	0	20
Non-Fiction 200 (RNF200)	5	40	1	46
Non-Fiction 300 (RNF300)	4	81	3	88
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	11	0	11
Non-Fiction 600 (RNF600)	20	201	17	238
Non-Fiction 700 (RNF700)	14	58	0	72
Non-Fiction 800 (RNF800)	0	16	0	16
Non-Fiction 900 (RNF900)	12	36	4	52
Nonfiction Blu-Ray (RNFBFR)	0	5	0	5
Nonfiction DVD (RNFDVD)	6	173	0	179
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	16	200	9	225
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	0	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	15	0	15
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	15	0	16
YA Biography (RYAB)	2	3	0	5

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	211	9	228
YA Music CD (RYACD)	1	75	0	76
YA Nonfiction (RYANF)	2	6	0	8
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	1	18	23
Blu-Ray (WBR)	2	3	210	215
Books on CD (WBKCD)	12	17	133	162
Books on Tape (WBKT)	0	0	2	2
Compact Disc (WCD)	9	9	110	128
Digital Audiobooks (WDA)	0	0	10	10
DVD (WDVD)	15	22	1807	1844
Equipment (WEQP)	0	0	18	18
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	21	21
Fiction (WFIC)	25	24	305	354
Fiction Fantasy (WFICF)	1	1	3	5
Fiction Mystery (WFICM)	6	14	33	53
Fiction New (WFICNEW)	22	18	294	334
Fiction Science Fiction (WFICSF)	0	0	2	2
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	8	8
Hanging Bags (WHANG)	3	0	5	8
ILL (WILL)	1	0	12	13
Internet (WINTER)	0	0	516	516
Juv. Audio book (WJAUDB)	3	0	1	4
Juv. Biography (WJBIO)	6	2	6	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	7	0	21	28
Juvenile Easy (WJE)	16	30	607	653
Juv. Easy Non-fiction (WJENF)	1	5	49	55
Juv. Easy Reader (WJER)	2	1	337	340
Juv. Fiction (WJFIC)	18	16	400	434
Juv. Magazine (WJMAG)	0	1	12	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	34	205	251
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	1	174	177
Large Print Fiction (WLPF)	45	18	110	173
Large Print Nonfic (WLPNF)	2	2	7	11
Magazine (WMAG)	15	0	324	339
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	1	0	6	7
Non-Fiction 200 (WNF200)	4	0	21	25
Non-Fiction 300 (WNF300)	0	8	11	19
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	0	15	15
Non-Fiction 600 (WNF600)	5	4	61	70
Non-Fiction 700 (WNF700)	5	2	38	45
Non-Fiction 800 (WNF800)	0	2	1	3
Non-Fiction 900 (WNF900)	3	1	27	31
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	2	0	93	95
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	8	2	70	80
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	1	0	6	7
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	12	12
YA Audio book (WYAUDB)	1	0	0	1
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	1	0	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	13	173	197
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	14	16
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8879	11095	6546	26520

CIRCULATION BY HOLDINGS CODE
October 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	27	23	0	50
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	88	28	20	136
Blu-Ray (BR)	219	291	211	721
Books on CD (BKCD)	178	181	138	497
Books on Tape (BKT)	0	2	2	4
Compact Disc (CD)	171	258	113	542
Digital Audiobooks (DA)	20	27	11	58
DVD (DVD)	1450	2939	1820	6209
Equipment (EQP)	50	27	18	95
See librarian (ERR)	0	0	0	0

Express Book (EXP)	40	36	21	97
Fiction (FIC)	795	602	328	1725
Fiction Fantasy (FICF)	12	6	4	22
Fiction Mystery (FICM)	73	31	35	139
Fiction New (FICNEW)	452	429	306	1187
Fiction Science Fiction (FICSF)	9	0	2	11
Fiction Western (FICW)	8	0	6	14
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	62	157	13	232
Hanging Bags (HANG)	13	9	5	27
ILL (ILL)	57	56	16	129
Internet (INTR)	944	1191	516	2651
Juv. Audio book (JAUDB)	7	18	1	26
Juv. Biography (JBIO)	53	36	7	96
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	30	45	22	97
Juvenile Easy (JE)	559	863	618	2040
Juv. Easy Non-Fiction (JENF)	33	75	49	157
Juv. Easy Reader (JER)	365	395	345	1105
Juv. Fiction (JFIC)	489	710	409	1608
Juv. Holiday (JHOL)	188	8	0	196
Juv. Magazine (JMAG)	25	17	12	54
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	385	566	237	1188
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	14	0	18
Juv. Toddler (JTOD)	120	100	174	394
Large Print Fiction (LPF)	292	311	115	718
Large Print Nonfic (LPNF)	17	12	8	37
Magazine (MAG)	746	373	324	1443
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	21	1	2	24
Non-Fiction 100 (NF100)	17	23	6	46
Non-Fiction 200 (NF200)	32	42	22	96
Non-Fiction 300 (NF300)	47	101	20	168
Non-Fiction 400 (NF400)	0	2	0	2
Non-Fiction 500 (NF500)	24	11	19	54
Non-Fiction 600 (NF600)	174	212	82	468
Non-Fiction 700 (NF700)	73	62	39	174
Non-Fiction 800 (NF800)	11	21	5	37
Non-Fiction 900 (NF900)	75	40	32	147
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	58	173	94	325
Nonfiction (NFIC)	0	2	0	2
Nonfiction New (NFNEW)	135	208	84	427
Nonfiction VHS (NFVH)	3	0	0	3
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	0	0	4

Reference (REF)	73	76	22	171
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	6	1	9
Software (SWAR)	13	15	6	34
Vertical File (VF)	0	2	1	3
VHS	32	1	13	46
YA Audio book (YAUDB)	7	16	0	23
YA Biography (YAB)	7	3	2	12
YA Books on CD (YABKCD)	1	0	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	233	192	573
YA Music CD (YACD)	1	75	0	76
YA Nonfiction (YANF)	8	7	15	30
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	1	1	6
				0
Free reads	702	363	63	1128
Games/Puzzles	17	60	0	77
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9671	11594	6631	27896

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2387	1779	881	5047
Nonfiction	847	905	378	2130
CHILDREN'S BOOKS				
Fiction	1560	2091	1546	5197
Nonfiction	667	699	293	1659
YA BOOKS				
Fiction	210	390	205	805
Nonfiction	15	10	17	42
Magazines, Adult	746	373	324	1443
Magazines, Children	25	17	12	54
Sound Recordings, adult	377	484	268	1129
Sound Recordings, ch	51	147	28	226
Online databases	0	0	0	0
Software	13	15	6	34
Vertical file	0	2	1	3
VHS/DVD/Blu-Ray	1762	3404	2138	7304
Equipment	50	27	18	95
Total	8710	10343	6115	25168
A-V Circulation	2203	4050	2440	8693
A-V Circulation as % of total	25.3%	39.2%	39.9%	34.5%

October 2014

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	76,562	71,948	55,814
Circulation Increase/Decrease	-5.8%	-6.2%	-9.0%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2013	2014	% change
Current month's Circulation	26,988	25,168	-6.7%
Jan. to date circulation	268,892	238,602	-11.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
20,371	20,473	13,688	13,802	15,003	15,099 Fiction
20,311	20,397	20,842	20,991	10,396	10,435 Nonfiction
					CHILDREN'S BKS
14,529	14,578	13,051	13,115	11,559	11,583 Fiction
8,523	8,528	6,675	6,695	6,018	6,019 Nonfiction
					YA BOOKS
2,324	2,352	3,012	3,029	2,590	2,603 Fiction
610	604	761	762	137	137 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,648	3,667	4,171	4,191	4,174	4,202 Sound Rec/Adult
758	758	607	610	855	875 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	336	336	172	171 Software
0	0	0	0	4	4 Vertical Files
4,822	4,856	8,069	8,226	4,516	4,622 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,245	76,562	71,403	71,948	55,488	55,814 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2014

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	237	51	262	57	372	81	871	189
LOCAL HISTORY								
In person	1	0	19	5	0	0	20	6
Letters written	5	5	5	5	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	944	39	1191	50	516	22	2651	110
Internet use-Wireless	2257		4031		1297		7585	
Computer software used	297	25	173	14	137	11	607	51
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	24	3	0	0	30	4
CD ROM/Online databases	210	18	322	27	119	10	651	54
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	4	1	0	0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	76	76	15	10	0	0	91	61
Notarized documents	27	7	28	7	10	3	65	16
Meeting Room Use (no. of group)	42	14	43	14	34	11	119	40
Study room use	27	2	40	3	32	3	99	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	3	3	0	0	3	18
E-books downloaded							1189	
IN-HOUSE USE ITEMS	285		292		233		810	
SELF-CHECKOUT USE	158		919		418		1495	
INTERLIBRARY LOANS								
Requests made for:	60	15	105	26	24	6	189	47
Items rec'd for:	73	37	76	38	22	11	171	86
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8954	9087	5373	23414
Non-resident, paying	1	1	0	2
PLAC card users	0	3	1	4
Reciprocal borrowers	389	588	143	1120
Number of New Patrons Added	56	35	29	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	7	42	0	0	7	42
Children's Programs (0-13)	10	60	17	102	11	66	38	228
Number attending	163		261		304		728	
YA Programs (14-17)	2	12	4	24	3	18	9	54
Number attending	50		35		24		109	
Adult Programs	5	30	7	42	0	0	12	72
Number attending	86		185		29		300	
Senior Citizen Programs	10	60	2	12	4	24	16	96
Number attending	112		47		39		198	
Total Number of Programs	27	162	37	222	18	108	82	492
Total Persons Attending	411		528		396		1335	
Total Attending Same Month Last Yr.	341		615		343		1299	
Total Staff Hours Spent		452		486		265	1203	1193
Total Number of In-House Program	24		33		14		71	
Total Attendance	315		457		215		987	
Total Number of Outreach Program	3		4		4		11	
Total Attendance	96		71		181		348	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6309	72.9%	6773	65.6%	4085	67.0%	17167	68.5%
Corporate	129	1.5%	10	0.1%	0	0.0%	139	0.6%
Juvenile 0-11	67	0.8%	340	3.3%	93	1.5%	500	2.0%
Juvenile-AV	955	11.0%	1398	13.5%	857	14.1%	3210	12.8%
Nonresident No Fee	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	115	1.3%	479	4.6%	131	2.2%	725	2.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	42	0.4%	0	0.0%	42	0.2%
Reciprocal YA	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	18	0.2%	0	0.0%	18	0.1%
St. Joseph College	0	0.0%	280	2.7%	0	0.0%	280	1.1%
Staff	670	7.7%	563	5.5%	597	9.8%	1830	7.3%
Walking books	122	1.4%	84	0.8%	0	0.0%	206	0.8%
YA 12-17	8	0.1%	40	0.4%	11	0.2%	59	3.5%
YA-AV	277	3.2%	293	2.8%	319	5.2%	889	3.5%
Total	8654		10327		6093		25074	
All items borrowed by nonresidents	117	1.4%	826	8.0%	131	2.2%	1074	4.3%

**Salary Ordinance 2014
Updated 11/10/14**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Meredith Fitch	Clerk	\$9.67	10/22/14	17.5	R
Isabella Peshewa	Page	\$7.25	10/23/14	10	R
Erica LeRose	Clerk	\$9.67	11/10/14	14	W
Cori Lane	Clerk	\$9.67	10/20/14	12	R

We have hired Meredith Fitch as a Rensselaer Library Clerk, replacing Annette Lilly who no longer works for the library. We have hired Isabella Peshewa as a Rensselaer Library Page, replacing Loki Maguran Jacobson who no longer works for the library. We have promoted Erica LeRose to Wheatfield Clerk. She was previously a Page at DeMotte Library. Cori Lane was promoted from Rensselaer Library Page to Rensselaer Library Clerk, replacing Kim Hunter who was promoted to Library Assistant last month.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 11/10/14.

Dagella L. Harper
Mike H-F
Natalie G. Waling
Janet Amberg

Deana K. George
Timothy N. Schultz

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required)*. Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be at least an 18 years old and a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus applicable taxes due after the room has been used. A \$100 security deposit is required, payable by cash or check at time key is picked up. The security deposit is forfeited if the room is not left in good condition or if rental payment is not made within two business days.

Smoking and Drinking

~~Smoking is not permitted in any part of the library.~~ Smoking in any form, including e-smoking is prohibited. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 12/13

Circulation Policy

Library Cards

No library materials (including Overdrive) may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired). This does not apply to web based materials.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. If a child's card incurs \$5 or more in fines and/or fees, the Responsible Party's card will be blocked (if the Responsible Party has their own card. They are not required to have their own card). Block will be removed when all cards associated with the Responsible Party are in good standing.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (~~purchasing card does not apply to patrons at Collections~~). Balance must return to zero at this time. One one-month grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal. Patrons in collections are not allowed to renew or purchase a card until their account is in good standing.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
 Wed: 9 AM - 6 PM
 Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM
 Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
 Tues: 9:30 AM - 8 PM
 Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	3 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials except entertainment Blu-ray, entertainment DVDs, entertainment VHS, and Express Books may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

Blu-ray, VHS/DVDS: 3 entertainment Blu-rays, 3 nonfiction Blu-rays, 3 entertainment DVDs, 3 entertainment VHS, 3 nonfiction VHS, and 3 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software:	no limit per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	10 adult cds, 10 YA cds, and 10 jcds per borrower's card (multiple CD sets count as one item)
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item.

<u>Overdue materials:</u>	Adult/YA Items:	\$1.00 per day per item
	Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, Playaway, audio book or computer software:</u>	\$2.50 per case (this includes processing fee)
<u>Lost case – Audio book/Playaway View:</u>	\$6 per case (this includes processing fee)
<u>Lost audiobook/Playaway Views:</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3 5.00 per item (this includes processing fee)
<u>Lost or damaged bar code</u>	\$.10
<u>Lost or damaged Playaway Battery Cover:</u>	\$1.50 (this includes processing fee)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15 20.00	all hardback books, Blu-ray, VHS, DVDs, CDs
\$5 8.00	all paperbacks
\$1.00	all vertical file items, newspapers
\$25.00	computer software
\$40.00	audiobooks
\$50.00	Playaways
\$100.00	Playaway Views

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers

10 cents per single side

20 cents double side

Staff-operated copiers

20 cents single side

40 cents double side

Transparencies:

40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations

10 cents per page per side

Microfilm Workstations

10 cents per page per side

with Portable Scanners

10 cents per page per side

~~*Patrons may not use their own paper.*~~

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives

Rewriteable Disks

Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held for patrons except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/14

PEOPLE COUNT WEEK: WEEK OF OCTOBER 13-18, 2014

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2014	1306	2309	1080	87	218	170	19	11	7	641	1135	383	107	101	77	248	142	232	51	128	28	121	420	76
2013	1338	2044	1242	101	376	193	17	10	5	487	915	322	80	123	69	187	189	209	33	104	32	128	268	59
2012	1409	2130	2037	104	155	308	11	49	0	319	446	195	55	84	103	167	136	225	48	115	42	79	176	95
2011	1459	1892	1188	116	116	142	18	53	4	294	508	241	149	97	71	252	112	184	36	102	21	146	215	96
2010	1703	2143	1317	494	534	357	14	12	10	398	615	326	149	161	84	214	161	255	30	94	29	131	268	92
2009	1647	2226	1248	304	157	228	7	10	24	454	856	67	91	112	75	155	144	266	22	99	29	96	178	100
2008	1755	2364	1295	77	423	409	20	16	4	484	692	301	129	134	102	257	197	283	48	73	43	150	152	137

D R W

Total number:

Monthly Equivalents

2014	2580	4464	2053
2013	2371	4029	2131
2012	2192	3291	3005
2011	2470	3095	1947
2010	3133	3988	2470
2009	2776	3782	2037
2008	2920	4051	2574

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	463	437	333
Telephone: Reference	221	554	121
In-person: Directional	1074	615	1005
In-person: Reference	524	1819	329
Total	2282	3425	1788
COPIES MADE FOR PATRONS	82	48	30

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Director's Report October 2014

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in November, Meeting Room Policy and Circulation Policy. We revised the Meeting Room Policy to improve language and to include the e-cigarette ban that we added to our Behavior Policy earlier this year. We revised the Circulation Policy for a variety of reasons. Our Automated System now allows us to block responsible parties when children's cards are stopped due to overdue items or fines exceeding \$5. We want to take advantage of this new feature to encourage parents to pay off the balances on their children's card when they are stopped and return overdue items. In some cases parents rack up fines on their kids' cards and never pay them off, which renders the card useless to the child. This way they are encouraged to pay off the fines or their own borrowing will be stopped. We also updated some of our fees due to the cost of supplies and materials going up, passing increased operating costs along to patrons when they lose or damage items. We would like to allow patrons to bring in their own paper to make copies. We will still charge for the copies since they are using our equipment and toner, but patrons often want to print resumes on nice paper, and we would like to allow that. **Please see R 10 and R 13. If you approve the Consent Agenda items, you will approve revising the Meeting Room Policy and Circulation Policy as presented.**

General Business:

DeMotte Library Future Plans: Property is for sale adjacent to DeMotte Library. We discussed this at our October meeting, and the board requested that I research financial options available to purchase the property as well as seek legal advice on the possible purchase. Attorney Ed Dumas will join us to present information on the legal aspects, and I have also asked architect Harry Mohler to join us, presenting some preliminary thoughts on this property and how it relates to future plans at DeMotte Library. I will share information on financial options available to the board.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

2015 Slate of Officers: The Nominating Committee will present a slate of officers for 2015. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Monday, December 29, 2014. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

We have had serious behavior issues at our Rensselaer Library in recent weeks that have resulted in many children being banned from the library for days, weeks, even months, depending upon the infraction. We have filed police reports and are investigating the cost of additional security cameras to help us better monitor behavior. It has taken an inordinate amount of staff time to write up incident reports, call parents, speak with children, speak with police, and now we are investigating additional camera equipment. Students are obstructing entry ways and the foyers as they sit around with their e-devices using wireless which makes it difficult for others to pass through the area; they are, in some cases, speaking to patrons inappropriately; they have been caught smoking in the bathrooms; there have been cigarettes thrown in our book drop; there has been burned toilet paper found hanging off the toilet paper roll that is hanging on the wall; and one child kicked the front door panic bar which resulted in our automatic door becoming inoperable for a day. We plan to pass repair costs along to this child's family once we receive the bill for the door repair. We are doing our best to monitor matters and keep our buildings safe, but this behavior is amongst the most challenging I have encountered in my 17 years with the library system. Unfortunately parents have been very difficult to contact, but we have mailed certified letters in some cases, and made contact via telephone in others. There have been a few that we have been unable to reach. An added problem is that some of these children do not have library cards and lie about their identities.

I received a news brightening email on October 20. A Rensselaer resident emailed me to say that she had updated her beneficiaries for her retirement investments, naming Jasper County Public Library to receive 1/5th of her retirement investments upon her death. Markets fluctuate, but the current portion for the library on that day would have been \$100,000. This resident is a community leader who values her library. I am astounded at and grateful for her generosity. I have spoken to this individual personally on two occasions, and she is willing to share her story, the fact that she named us as a beneficiary, as a means to encourage others to do the same. I was so inspired by her gift, that I plan to include actions in our Long Range Plan that include a focus on encouraging others to do the same thing. Our future depends upon gifts such as

these as we are so limited as to the amount of tax revenue we are able to receive and save thus save for future projects and needs. There are gracious ways to

encourage community members to remember the library in their wills and estate planning.

“Ordinary People; Extraordinary Deeds” was the theme for the 2014 Books to Bridge the Region reading initiative. Throughout October residents of all ages through Northwest Indiana were invited to read selected titles and share their reading experiences with one another in books discussions and at related programs. We participated in this initiative. Selected titles were *Memoirs of an Imaginary Friend* by Matthew Dicks, *The View From Saturday* by E. L. Konigsbury, and *Heart Prints* by P. K. Hallinan.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I have included a People Count Summary Report in your packet. Please see R 18.

At the end of the month I attended a two day retreat/board meeting for the Midwest Collaborative for Library Services (MCLS). Jasper County Public Library is a member of this collaborative that serves public, academic, and special libraries in Michigan and Indiana. MCLS provides access to information resources and technological tools needed to meet the entertainment, education, and research needs of library users and training on technology and current trends affecting libraries. For example, many of our databases are purchased through MCLS which provides a discount for us. I enjoy serving on this board as it helps me to stay apprised of needs and trends across libraries and state lines. It is very energizing and empowering and adds to my job knowledge, and hopefully helps me to be a better leader. In 2015 I will serve as Vice Chair of this board.

System Administrator News

Sheila attended the Internet Librarian Conference and reports attending “several relevant programs, including updates in searching, mobile apps, customer service excellence, maker spaces, Internet of Things, tech wearables, open source, MOOCs, and the future of libraries.”

For many weeks we had experienced aggravating slowness with our automated system. We worked with our vendor, TLC, and tried this and that for weeks. Finally TLC concluded that we needed to be moved to a new Windows 2008 server as our current server was at end of life. It seems that this switch has made a difference. We are still evaluating, but things are much improved. Sheila updated the mobile lab laptops to IE11, ran Windows updates, and updated adobe and java software in October.

Technical Services News

Becky reports, "we have gotten some upgrades from TLC, and have scheduled a time to be set up with their new LS Reports product. They have streamlined many reports that duplicated information, and standardized terminology. We should be moving to LS Reports after November 8th."

She continues, "Virginia is still doing her practicum with us. Linda and I met with her advisor on October 14th. We reviewed what work she has been doing and spoke about what else we might need to do. We have scheduled a mock interview for early December."

DeMotte Library News

Yvonne reports "that walking book patrons are always grateful for the service the library offers. The water painting class was canceled due to a family emergency; it has been rescheduled for November. The crochet group meets nearly each week to work on various projects. The community bulletin board is well used and the business card rack is always full. The Senior movie continues to be well attended."

Children's Assistant, Karla has "begun the outreach programs to the local preschools. The number of children in these classes has increased and more craft supplies are being used for each visit. We are welcomed warmly into all the local preschools for an every other month story time and craft. We have begun distributing flyers about youth programs here at DeMotte to the preschools for the students to take home to parents."

Rensselaer Library News

Linda reports, "The Fall Festival was held again this year. The weather was spotty. We had ~210 people attend, a little down from last year. Once again the SJC men's basketball team and coaches, library staff, and members of the Friend's group helped man the festival areas. The cake walk was by donation only (jug) in order to remain in good standing with IN law regarding gambling. We had a good selection of items, 2 book carts were full of baked goods. We held a 3rd annual Silent Cake Auction on the day of the Fall Festival, with 8 specialty cakes receiving great bids! This continues to be a hit. We had many generous donations from our business community; including Wal-Mart, Stracks, Save-a-lot, Devon's, and the Friends."

Children's Librarian, Janice, reports, "It has been a month of many firsts for me. Our fall leaf activity was well attended and we had a lot of fun. The story times

have been entertaining and educational. We had a great turn out for the Halloween party and good time was had by all. I'm looking forward to November programs and planning for December."

Wheatfield Library News

Evie reports, "Youth Services had some good programs – Rachael and Carolynn held 2 story time sessions, did a YA scavenger hunt program, Halloween after school program, book discussions, and school visits. They also held a drawing for Teen Read Week. Carolynn did a very cute "5 Little Pumpkins" display, as well as a "gallery" bulletin board for the story time artwork and a "scary" books display in YA and jFIC areas. Two new shelves were added to the YA room, as there was little space to add to the collection...."

She continues, "Adult Services ran smoothly. I held the monthly book discussion, morning movie, and attended the Friends of the Library meeting. I also collected applications for two clerk positions and already hired for one, as well as created schedules, reviewed timesheets, read journals, and ordered materials. Linda stayed busy ordering, processing, withdrawing, and straightening magazines, repairing damaged materials, and helping with basic technology issues. Dee worked on some ASK stuff, processed new materials, ordered tax forms, and went AV shopping. Nanette stocked/updated book displays, created October's lobby display, assisted with processing of new materials, ordered large print materials, and cleaned dvds/cds/audio books that required attention."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
October 31, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$177,828.82	\$1,744,871.65	\$84,367.94	\$1,498,635.84	\$294,709.82
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$10,367.43	\$348.47	\$9,863.89	\$251.00	\$11,224.79	\$11,728.33
DeMotte	\$2,634.29	\$94.82	\$2,996.12	\$0.00	\$3,317.79	\$2,955.96
Rensselaer	\$5,438.24	\$185.80	\$3,595.15	\$251.00	\$4,466.22	\$6,309.31
Wheatfield	\$2,294.90	\$67.85	\$3,272.62	\$0.00	\$3,440.78	\$2,463.06
Library Improvement Reserve Fund	\$309,690.79	\$5,172.60	\$145,271.00	\$14.02	\$259.97	\$164,679.76
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$324,682.00	\$0.00	\$172,352.94	\$21,964.89
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$0.00	\$10,361.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.78	\$7,165.40	\$1,269,485.28
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$22.12	\$118.48	\$118.14
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$97.68	\$0.00	\$97.68	\$0.00
Insurance Settlement Fund	\$0.00	\$1,312.33	\$278,094.54	\$0.00	\$284,389.20	\$6,294.66
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,300.73	\$79,121.09	\$7,300.73	\$79,121.09	\$0.00
FICA Tax Collected	\$0.00	\$6,831.72	\$71,926.07	\$6,831.72	\$71,926.07	\$0.00
State Tax Collected	\$3,131.91	\$3,296.25	\$33,064.38	\$3,216.12	\$33,148.54	\$3,216.07
County Tax Collected	\$2,403.50	\$2,508.65	\$25,640.45	\$2,515.54	\$25,752.54	\$2,515.59
Deferred Comp.	\$0.00	\$1,890.00	\$26,882.40	\$1,890.00	\$26,882.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,415.43	\$30,884.35	\$2,415.44	\$30,897.57	\$7.50
Employee Life Insur.	(\$0.36)	\$159.48	\$1,937.30	\$159.48	\$1,937.66	\$0.00
Employee INPRS	\$0.00	\$2,675.72	\$28,227.55	\$2,675.72	\$28,227.57	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$211,740.20	\$2,841,234.32	\$111,663.61	\$2,282,186.35	\$2,092,303.82

Bank Balances
Jasper County Public Library
Report as of: 10/31/14

<i>Bank</i>		
1	Alliance Bank	\$570,126.20
2	Demotte State Bank	\$11,295.93
4	PNC Bank	\$10,611.69
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$0.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
6	Fifth Third Bank CD#002- 0668786509	\$500,000.00
<i>Total all banks =</i>		<i>\$2,092,303.82</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/14 To 10/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$52,980.26	\$10,064.74	84.0
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$82,146.39	\$873,426.69	\$181,127.31	82.8
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,007.66	\$42,026.66	\$25,151.34	62.6
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$6,831.82	\$71,926.48	\$18,708.52	79.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$351.71	\$3,620.92	(\$100.92)	102.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$104,051.00	\$0.00	\$104,051.00	\$7,905.90	\$85,904.67	\$18,146.33	82.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$179,134.00	\$0.00	\$179,134.00	\$9,129.53	\$89,878.96	\$89,255.04	50.2
Subtotal	\$1,562,117.00		\$1,562,117.00	\$115,678.75	\$1,219,764.64	\$342,352.36	78.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$366.88	\$4,986.02	\$3,013.98	62.3
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$182.84	\$3,999.92	\$2,500.08	61.5
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$918.59	\$4,942.84	\$3,057.16	61.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$85.70	\$914.30	8.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$6.85	\$51.12	\$148.88	25.6
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$50.89	\$523.18	\$1,476.82	26.2
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$2,031.10	\$9,437.16	\$5,512.84	63.1
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$3,557.15	\$24,331.79	\$17,418.21	58.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$836.00	\$2,662.75	\$2,337.25	53.3
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$603.82	\$11,209.47	(\$6,209.47)	224.2
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$0.00	\$17,555.75	\$3,630.25	82.9
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$74.70	\$2,791.76	\$1,408.24	66.5
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$355.65	\$2,461.30	\$538.70	82.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,473.52	\$12,047.46	\$7,952.54	60.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$696.84	\$7,644.17	\$355.83	95.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$153.53	\$1,220.99	\$579.01	67.8
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$1,461.00	\$4,249.00	\$54,191.00	7.3
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$480.99	\$319.01	60.1
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$192.14	\$1,487.38	\$12.62	99.2
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$9,811.00	\$28,051.18	\$448.82	98.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,226.06	\$22,025.59	\$7,974.41	73.4
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$7,693.04	\$74,064.16	\$10,935.84	87.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$269.90	\$2,723.93	(\$723.93)	136.2
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$497.00	\$4,917.37	\$782.63	86.3
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$11,083.25	\$49,597.07	\$8,402.93	85.5
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$1,041.15	(\$161.15)	118.3
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$240.50	\$409.50	37.0
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$1,313.57	\$3,829.27	(\$1,029.27)	136.8
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$61.45	\$561.45	\$0.00	\$79.40	\$482.05	14.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$3,608.59	\$87,738.58	\$17,609.42	83.3
Subtotal	\$561,324.00	\$61.45	\$561,385.45	\$41,359.56	\$341,559.22	\$219,826.23	60.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$1,533.36	\$5,940.68	\$33,793.32	15.0
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$12,994.91	\$103,326.74	\$46,673.26	68.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$743.08	\$13,877.92	\$11,122.08	55.5
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$1,962.01	\$29,245.98	\$27,667.02	51.4
Subtotal	\$271,647.00		\$271,647.00	\$17,233.36	\$152,391.32	\$119,255.68	56.1
Grand Total	\$2,436,838.00	\$61.45	\$2,436,899.45	\$177,828.82	\$1,738,046.97	\$698,852.48	71.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 10/1/14 To 10/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$15,271.00	\$120,000.00	\$135,271.00	\$5,172.60	\$145,271.00	(\$10,000.00)	107.4
Subtotal	\$25,271.00	\$120,000.00	\$145,271.00	\$5,172.60	\$145,271.00	\$0.00	100.0
Grand Total	\$25,271.00	\$120,000.00	\$145,271.00	\$5,172.60	\$145,271.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for 196 INSURANCE SETTLEMENT F

Jasper County Public Library

Report Date: From 10/1/14 To 10/31/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2. Supplies							
2.13 OTHER OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$144.48	(\$144.48)	0.0
2.41 LIBRARY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$125.71	(\$125.71)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$270.19	(\$270.19)	0.0
3. Other Services and Charges							
3.61 BUILDING & STRUCTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$211,745.23	(\$211,745.23)	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$4,118.75	(\$4,118.75)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$215,863.98	(\$215,863.98)	0.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,239.96	\$52,682.66	(\$52,682.66)	0.0
4.51 BOOKS	\$0.00	\$0.00	\$0.00	\$72.37	\$9,077.73	(\$9,077.73)	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$499.95	(\$499.95)	0.0
Subtotal	\$0.00		\$0.00	\$1,312.33	\$62,260.34	(\$62,260.34)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,312.33	\$278,394.51	(\$278,394.51)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 10/1/14 To 10/31/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	756	PAYROLL	10/10/14	PAYROLL	\$45,972.86
0	757	BILL HROMADA	10/10/14	Courier Mileage 9/16/14-9/30/14 (Conf. #168)	\$381.92
0	758	GREAT-WEST RETIREMENT S	10/10/14	Annuity Contributions withheld 10/10/14 Payroll (Conf. #170)	\$945.00
0	759	INDIANA DEPARTMENT OF RE	10/10/14	State & County Taxes withheld September 2014 Payrolls (Ref. #75151)	\$5,804.90
0	760	INPRS fbo PERF	10/10/14	INPRS Contributions 10/10/14 Payroll	\$5,303.84
0	761	IRS USA TAXPAYMENT	10/10/14	Federal Withholding, Medicare, & FICA withheld 10/10/14 Payroll (Acknowledgement# 60469502)	\$10,533.00
0	762	TOWN OF DEMOTTE	10/10/14	DeM: Water & Sewer Service- September 2014	\$167.64
0	763	TOWN OF WHEATFIELD	10/10/14	Wh: Sewer Service- October 2014	\$56.65
33333	764	AARON'S LAWN CARE	10/13/14	DeM, Rens: Mowing & edging; Wh: Mowing, edging, & take trees out of wetland area	\$1,310.00
0	765	ALLIANCE BANK	10/13/14	Direct Deposit Fees- September 2014	\$38.30
33334	766	ALLIED WASTE SERVICES #71	10/13/14	Wh: Trash Service- October 2014	\$57.38
33335	767	AMERICAN LIBRARY ASSOCIA	10/13/14	Bookmarks, poster	\$53.00
33336	768	ANTHEM BLUE CROSS BLUE	10/13/14	October 2014 Cobra premiums for D. Kooy	\$1,286.02
33337	769	ANTHEM BLUE CROSS BLUE	10/13/14	Health Ins. Premiums- October 2014, 15 employees	\$9,185.85
33338	770	ANTHEM LIFE	10/13/14	Life Ins. Premiums- October 2014	\$82.62
33339	771	AUTOMATIC DOOR SERVICE	10/13/14	Rens: Replace Von Duprin electric latch retraction kit on inside automatic door	\$906.00
33340	772	BAKER & TAYLOR	10/13/14	Books, Continuations, AV, Auto. Yours	\$13,141.68
33341	773	BAKER & TAYLOR ENTERTAIN	10/13/14	DVDs	\$571.60
33342	774	BLR	10/13/14	IN Employment Law Letter Subscription	\$417.00
33343	775	BLUETARP FINANCIAL, INC	10/13/14	Faucet, rollers, paint tray liner	\$57.74
33344	776	BRODART CO.	10/13/14	Mylar	\$87.56
33345	777	BUSINESS CARD	10/13/14	Background check, Managing Emotions Seminar expenses, SDD expenses, labels, children's supplies, postage, vacuum repair part, shop vacs, leaf blowers, LED stick on light, B2B expenses, staff anniversary expenses, books	\$888.06
33346	778	BUSINESS MANAGEMENT DAI	10/13/14	Manager's Legal Bulletin & Payroll Legal Alert Newsletters- 1 year subscriptions, Acct#43590832 & 43590834	\$229.08
33347	779	CARDINAL OFFICE PRODUCT	10/13/14	DeMotte Patron Copier Maintenance	\$252.32
33348	780	CAROLYNN DeVRIES	10/13/14	Children's supplies	\$25.55
33349	781	CARRIAGE PAPER PRODUCT	10/13/14	Receipt paper rolls	\$130.00
33350	782	CENTURYLINK	10/13/14	Long Distance Phone Service- September 2014	\$20.43
33351	783	CIRCLE R ELECTRIC, INC.	10/13/14	Rens: Install ballasts & bulbs in parking lot lights, work on parking lot lights; Wh: reset timer system, install bulbs in parking lot lights; DeM: install bulbs in parking lot lights	\$1,770.75
33352	784	CONSOLIDATED INSURANCE	10/13/14	Semi-annual premium for building insurance	\$9,811.00
33353	785	CRESTLINE SPECIALTIES, INC	10/13/14	Grocery tote bags	\$192.14
33354	786	CULLIGAN WATER CONDITIO	10/13/14	Wh: Water Cooler Rental-October 2014, 5-gallon drinking water- 8	\$65.95
33355	787	D & S COMPUTER SERVICES	10/13/14	Hosting 4th quarter 2014	\$120.00
33356	788	DAVIS WATER CONDITIONING	10/13/14	DeM: 50# bags of solar salt- 15	\$112.50
33357	789	DELTA DENTAL	10/13/14	Dental Ins. Premiums- October 2014, 15 employees; October Cobra premiums for D. Kooy	\$424.46
33358	790	DONNA BARKO	10/13/14	Mileage 8/12-9/25/14: bank deposits, Post Office, Managing Emotions Seminar, Courthouse	\$67.31
33359	791	ENA SERVICES LLC	10/13/14	Internet Service- September 2014	\$1,461.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33360	792	FAEGRE BAKER DANIELS LLP	10/13/14	Legal Assistance on personnel matters	\$836.00
33361	793	GALE/CENGAGE LEARNING	10/13/14	Books	\$50.24
33362	794	GAYLORD BROS., INC.	10/13/14	Classification spine labels, buffered interleaving paper, foil back labels	\$101.44
33363	795	GREY HOUSE PUBLISHING	10/13/14	Continuations	\$307.50
33364	796	HAMSTRA BUILDERS, INC.	10/13/14	Rens: Roof	\$10,635.60
33365	797	HERITAGE OFFICE PRODUCT	10/13/14	Nametag	\$11.50
33366	798	HP PRODUCTS	10/13/14	Trash bags, gloves, neutral cleaner, toilet bowl cleaner	\$175.00
33367	799	HR SPECIALIST	10/13/14	HR Specialist, 12 Issues	\$97.00
33368	800	INDIANA LIBRARY FEDERATIO	10/13/14	Annual Conference registration- E. Bristol, D. Kristoff; Legislative Fall Forum registration- P. Stringfellow, R. Gilmore	\$590.00
33369	801	JANWAY COMPANY USA, INC.	10/13/14	XL zippered bags, navy	\$289.89
33370	802	JEAN LAMBERT	10/13/14	Mileage 6/2-9/22/14: drop off recycling, pick up cleaning supplies, SDD	\$19.26
33371	803	KIM DELGER	10/13/14	Mileage 9/3/14: return book kit	\$31.36
33372	804	KIRBY RISK CORPORATION	10/13/14	Light bulbs	\$50.00
33373	805	KOLORTECH LIGHTING LLC	10/13/14	Light bulbs	\$279.60
33374	806	LINDA POORTENGA	10/13/14	CDs	\$20.00
33375	807	MATTHEW BALL	10/13/14	Piano Musical Program	\$300.00
33376	808	MIDWEST COLLABORATIVE F	10/13/14	MCLS Annual Meeting registration- P. Stringfellow	\$75.00
33377	809	MIDWEST TAPE	10/13/14	Audiobook sleeves	\$425.99
33378	810	NATIONAL BUSINESS FURNIT	10/13/14	Replacement furniture (FLOOD)	\$1,239.96
33379	811	NIMBOIP LLC	10/13/14	Wh: Maintenance check on voicemail	\$132.50
33380	812	NIPSCO	10/13/14	DeM & Wh: Gas & Electric Service	\$6,099.39
33381	813	OFFICE DEPOT	10/13/14	Double-sided tape, file rubber bands, contact paper	\$55.25
33382	814	PAT KOPANDA	10/13/14	Book	\$20.00
33383	815	PATTY STRINGFELLOW	10/13/14	Mileage 9/10-10/7/14: branch visits, Copyright Conference, storytime, book discussion, employee review, training for children's librarian, Legislative Fall Forum; Copyright Conference expenses	\$367.06
33384	816	POSTMASTER	10/13/14	Stamps	\$283.20
33385	817	QUILL CORPORATION	10/13/14	Utility knife, toner cartridges, highlighters	\$169.19
33386	818	RACHAEL CAVINDER	10/13/14	Mileage 7/22-9/11/14: Summer Reading program, Management Meeting	\$21.28
33387	819	RAYANN GILMORE	10/13/14	Mileage 8/6-10/7/14: bank deposits, deliver board packets, Post Office, pick up supplies, SDD, Board Meeting, training children's librarian, carpool to Legislative Fall Forum	\$99.40
33388	820	REBECCA AMALONG	10/13/14	Mileage 2/13-3/6/14: Management Meeting, Continuations Meeting	\$49.28
33389	821	RELIABLE EXTERMINATORS, I	10/13/14	Rens: Exterior Treatment	\$152.00
33390	822	RENSSELAER ROTARY CLUB	10/13/14	July & August 2014 dues & meals	\$108.00
33391	823	ROCK N LEARN	10/13/14	DVDs	\$156.97
33392	824	ROEING CORP.	10/13/14	APC replacement battery cartridge	\$189.00
0	825	SAGE PAYMENT SOLUTIONS	10/13/14	Merchant Processing Fees- September 2014, (automatic withdrawal on 10/2/14)	\$55.38
33393	826	SIMPLEXGRINNELL	10/13/14	Wh: Reprogrammed & tested dialer, moved 2 smoke detectors	\$338.00
33394	827	SUNRISE PACKAGING INC.	10/13/14	Audiobook cases	\$320.62
33395	828	SVT, LLC	10/13/14	Management Meeting expenses	\$36.97
33396	829	THE LIBRARY CORPORATION	10/13/14	Library Serials Support Nov 2014-Oct. 2015 Acct# 960058	\$2,606.00
33397	830	ULINE	10/13/14	DVD cases	\$292.17
33398	831	UNIQUE MANAGEMENT SERVI	10/13/14	Collections: Initial/Secondary Placements- September 2014	\$143.20
33399	832	VISION SERVICE PLAN- (IN)	10/13/14	Vision Ins. Premiums- October 2014, 15 employees	\$178.95
33400	833	WAL-MART COMMUNITY/RFC	10/13/14	Cleaning supplies, batteries, bubble wrap, DVDs	\$880.89

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33401	834	WASTE MANAGEMENT	10/13/14	DeM: Trash Service- October 2014	\$87.98
33402	835	WAYFAIR SUPPLY	10/13/14	Height adjustable chair, bookcases	\$559.46
33403	836	YVONNE DEL VECCHIO	10/13/14	Mileage 7/2-8/28/14: Walking Books, Book Club, deliver newsletters	\$42.11
33404	837	ZIESE PLUMBING, HEATING, &	10/13/14	Wh: Plugged sewer in bathroom, removed toilet from wall, rod sewer, reset toilet & clean up; DeM: No hot water in breakroom or men's upstairs restroom, supply pipes to faucet switched/changed over, adjusted mixing valve in mechanical room	\$710.00
33405	838	DEMCO	10/13/14	Book cart, polyfit, bookmarks, library logo road sign, classification labels	\$906.46
33406	839	INDIANA DEPT. OF WORKFOR	10/13/14	3rd Quarter 2014 Unemployment Compensation Pymt	\$351.71
33407	840	INDIANA LIBRARY FEDERATIO	10/13/14	2015 Library Membership	\$1,277.57
33408	841	KOLORTECH LIGHTING LLC	10/13/14	Light bulbs	\$368.68
33409	842	KONE, INC.	10/13/14	Dem: Quarterly Elevator Maintenance Agreement- 10/1-12/31/14	\$393.39
33410	843	MOHLER ARCHITECTS, P.C.	10/13/14	Rens: Re-Roof Project	\$287.50
33411	844	PEGGY WOODS	10/13/14	Mileage 7/22-10/9/14: AV shopping & returns, training Demotte Children's Librarian	\$23.52
33412	845	THREE TREE INVESTMENTS L	10/13/14	Wh: Replace faucets	\$100.00
33413	846	ZIESE PLUMBING, HEATING, &	10/13/14	DeM: Plumbing repair on sinks & faucets	\$201.00
33376	847	MIDWEST COLLABORATIVE F	10/13/14	Void AP Voucher# 808, Check# 33376: MCLS Annual Meeting registration for P. Stringfellow was waived	(\$75.00)
0	848	PAYROLL	10/24/14	PAYROLL	\$45,486.93
0	849	AFLAC	10/24/14	Supplemental Insurance October 2014 (Conf. #174)	\$546.54
0	850	BILL HROMADA	10/24/14	Courier Mileage 10/1/14 - 10/8/14, 10/15/14 (Conf. #171)	\$243.04
0	851	CENTURYLINK	10/24/14	WH: Local Phone Service October 2014 (Conf #173)	\$39.75
0	852	CENTURYLINK	10/24/14	WH: Fax Service October 2014 Conf. # 172)	\$14.52
0	853	CITY OF RENSSLAER	10/24/14	RENS: Utilities 9/9/14 - 10/8/14 (Conf. #175)	\$3,160.96
0	854	DENISE HAVENS	10/24/14	Substitute Courier Miles 10/9, 10/10, 10/13, 10/14/14 (Conf #176)	\$138.88
0	855	GREAT-WEST RETIREMENT S	10/24/14	Annuity Contributions withheld 10/24/14 Payroll (Conf. #177)	\$945.00
0	856	INPRS fbo PERF	10/24/14	INPRS Contributions 10/24/14 Payroll	\$5,277.78
0	857	IRS USA TAXPAYMENT	10/24/14	Federal Withholding, Medicare, & FICA withheld 10/24/14 Payroll & Ins. (Acknowledgement# 41455221)	\$10,431.27

F4d
Warrant
Number

Claim

Number Name of Claimant

Date Explanation

Total

Total Amount of Claims \$211,740.20

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, November 06, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$211,740.20

Date this 10th day of November, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,581.15	\$25,723.62
DeMotte	\$867.23	\$9,303.73		
Rensselaer	\$932.96	\$9,220.69		
Wheatfield	\$780.96	\$7,199.20		
PHOTOCOPIES:			\$1,038.33	\$8,100.01
DeMotte	\$474.10	\$3,308.94		
Rensselaer	\$319.63	\$2,787.38		
Wheatfield	\$244.60	\$2,003.68		
INTEREST (Checking, Repurchase, CDs):.....			\$36.62	\$549.21
TAXES:			\$75,025.05	\$1,415,751.25
Property Tax	\$0.00	\$605,035.30		
LOIT	\$17,903.58	\$179,035.80		
License Excise Tax	\$0.00	\$52,903.56		
Financial Institution Tax	\$0.00	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$471,763.60		
Local Option/Property Tax Repl.	\$9,945.11	\$99,451.10		
TAXABLE SALES:-.....			\$15.89	\$314.80
REFUNDS:			\$5,670.90	\$48,196.95
Rebates/Refund	\$4,033.66	\$6,538.53		
Insurance Claims/Reimbursements	\$1,337.24	\$5,348.96		
Meeting Room Rental	\$300.00	\$1,350.00		
Reimbursement	\$0.00	\$44.25		
Fixed Asset Sales	\$0.00	\$117.10		
Miscellaneous Receipts	\$0.00	\$4,716.11		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS.....			\$84,367.94	\$1,498,635.84
PLAC FUND:.....			\$0.00	\$50.00
GIFT FUNDS:			\$251.00	\$11,224.79
DeMotte	\$0.00	\$3,317.79		
Rensselaer	\$251.00	\$4,466.22		
Wheatfield	\$0.00	\$3,440.78		
LIB. IMPROV. RESERVE FUND:			\$14.02	\$259.97
Interest Earned	\$14.02	\$259.97		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$172,352.94
Property Tax	\$0.00	\$158,979.02		
License Excise Tax	\$0.00	\$11,710.79		
Financial Institution Tax	\$0.00	\$296.03		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$1,599.61	\$0.00	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:-		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.78	\$7,165.40
Interest Earned	\$3.78	\$7,165.40		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$8,399.00
SALES TAX:-.....			\$22.12	\$118.48
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$97.68
Interfund Transfer	\$0.00	\$97.68		
INSURANCE SETTLEMENT FUND			\$0.00	\$284,389.20
SUB-TOTAL (page 1).....			\$84,658.86	\$1,984,292.91

WITHHOLDING ACCOUNT FUNDS:

			\$27,004.75	\$297,893.44
FIT Tax Collected	\$7,300.73	\$79,121.09		
FICA Collected	\$6,831.72	\$71,926.07		
State Tax Collected	\$3,216.12	\$33,148.54		
County Tax Collected	\$2,515.54	\$25,752.54		
Deferred Comp Plan	\$1,890.00	\$26,882.40		
Pre-tax Insurance Plans	\$2,415.44	\$30,897.57		
Life Insurance	\$159.48	\$1,937.66		
INPRS	\$2,675.72	\$28,227.57		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$111,663.61	\$2,282,186.35

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Voucher List

Jasper County Public Library

Report Date: From 11/1/14 To 11/10/14

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33414	858	AARON'S LAWN CARE	11/10/14	Mowing	\$480.00
33415	859	ACE HARDWARE	11/10/14	Toilet seats	\$122.97
33416	860	ALLIED WASTE SERVICES #71	11/10/14	Wh: Trash Service- November 2014	\$64.95
33417	861	ANTHEM BLUE CROSS BLUE	11/10/14	Health Ins. Premiums- November 2014	\$9,185.85
33418	862	ANTHEM BLUE CROSS BLUE	11/10/14	November 2014 Cobra premiums for D. Kooy	\$1,286.02
33419	863	ANTHEM LIFE	11/10/14	Life Ins. Premiums- November 2014	\$89.82
33420	864	AUDIOCRAFT PUBLISHING, IN	11/10/14	Book	\$8.19
33421	865	BAKER & TAYLOR	11/10/14	Books, Continuations, AV, Auto. Yours	\$12,997.45
33422	866	BAKER & TAYLOR ENTERTAIN	11/10/14	DVDs	\$199.76
33423	867	BIERMA HARDWARE, INC.	11/10/14	Cleaning supplies	\$22.36
33424	868	BLUETARP FINANCIAL, INC	11/10/14	Primer, 2142V-box 1g jumbo plate, roller, paint tray liner, blue roll towels	\$34.89
33425	869	BUSINESS CARD	11/10/14	Teen Read Week prize, toilet paper, extension cords, calendars, magnetic board w/letters, digital photo frames, Office software, patron assistance tools, B2B expenses, DVDs, CDs, books, continuations, children's prizes	\$6,908.11
33426	870	CARDINAL OFFICE PRODUCT	11/10/14	DeM: Quarterly maintenance agreement on work room copier 7/21-10/21/14	\$399.43
33427	871	CAROLYNN DeVRIES	11/10/14	Counterparts lunch	\$10.13
33428	872	CENTURION HOLDINGS, LLC	11/10/14	Smart Shield licenses & annual maintenance	\$200.80
33429	873	CHICAGO TRIBUNE	11/10/14	Wh: Newspaper subscription Acct# 000043113043 11/6/14-5/6/15	\$259.74
33430	874	CIRCLE R ELECTRIC, INC.	11/10/14	DeM: work on exterior lights, repair sign light, replace west exit photocell;Rens: furnish & install 70 watt MH ballast kit in entry light	\$942.57
33431	875	CULLIGAN WATER CONDITIO	11/10/14	Wh: Water Cooler Rental-November 2014	\$9.95
33432	876	DELTA DENTAL	11/10/14	Dental Ins. Premiums-November 2014, 15 employees; November Cobra premiums for D. Kooy	\$451.12
33433	877	EMILY DURAN	11/10/14	Mileage 10/28/14: AV Shopping	\$24.64
33434	878	ENA SERVICES LLC	11/10/14	Internet Service- October 2014	\$1,461.00
33435	879	FAEGRE BAKER DANIELS LLP	11/10/14	Legal Assistance on personnel matters	\$950.00
33436	880	FINDAWAY WORLD, LLC	11/10/14	Playaway Views	\$499.95
33437	881	GALE/CENGAGE LEARNING	11/10/14	Books	\$50.23
33438	882	GOVCONNECTION, INC.	11/10/14	CPU Stands	\$221.00
33439	883	INTEGRITY SOFTWARE, INC	11/10/14	SofTrack Renewal	\$957.43
33440	884	JANICE WILMA	11/10/14	DVDs	\$140.00
33441	885	JASPER CO. VETERANS COU	11/10/14	1 4x6 US flag, 1 3x5 Indiana flag	\$62.00
33442	886	KAPCO	11/10/14	Vinyl label protectors, easy cover book covers, polyester repair tape, poly covers, ruler	\$274.87
33443	887	LEAP FROG SCHOOLHOUSE	11/10/14	LeapPad games	\$131.20
33444	888	LINDA POORTENGA	11/10/14	Mileage 9/19-10/16/14: B2B meetings, Chamber meeting, Management meeting	\$138.88
33445	889	NANCY PHILLIPS	11/10/14	Children's program supplies	\$25.30
33446	890	NANETTE SPEACHT	11/10/14	Mileage 3/28-11/3/14: Circulation Counterparts meeting, work front desk during DeMotte library party	\$13.44
33447	891	NATIONAL EDUCATIONAL SYS	11/10/14	DVDs	\$1,341.00
33448	892	NORTHWEST INDIANA GENE	11/10/14	Books	\$833.75
33449	893	OSBY WATER CONDITIONING	11/10/14	Wh. Water softener chemicals	\$115.00
33450	894	PROQUEST LLC	11/10/14	Rensselaer Republican Microfilm 1/1-4/30/14	\$77.24

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33451	895	QUILL CORPORATION	11/10/14	Calendars, permanent markers, ruled pads, copy paper, construction paper, glue, clasp envelopes, pencils, staples, correction tape, scotch tape, removable tape, ink cartridges, file folders, sticky notes, business envelopes, multi-roll tape dispenser	\$793.83
33452	896	RACO INDUSTRIES	11/10/14	Linear imager, hands free stand	\$224.00
33453	897	RENSSELAER SEPTIC TANKS	11/10/14	Wh: Install new parking lot bumper, remove old broken bumper	\$50.00
33454	898	ROEING CORP.	11/10/14	HP 1410-24G switch, Epson Powerlite LCD projector & accessories, 4 Merakis	\$5,600.00
33455	899	SHEILA MAXWELL	11/10/14	Mileage 6/17-10/31/14: IT visits, SDD, Tech Trends workshop, Auto. Counterparts meeting, Internet Librarian Conference	\$509.60
33456	900	THE TIMES	11/10/14	DeM: Newspaper subscription Acct# 170-00009893	\$278.20
33457	901	VISION SERVICE PLAN- (IN)	11/10/14	Vision Ins. Premiums- November 2014, 15 employees	\$190.88
33458	902	WAL-MART COMMUNITY/RFC	11/10/14	Children's supplies, DVDs, teen program supplies, books, cleaning supplies	\$872.25
33459	903	WASTE MANAGEMENT	11/10/14	DeM: Trash Service- November 2014	\$87.98
33460	904	WESTON WOODS STUDIOS	11/10/14	Audiobooks	\$236.80
33461	905	YVONNE DEL VECCHIO	11/10/14	Mileage 9/3-10/30/14: Walking Books, Book Club, SDD, Recycling, deliver Community Connections	\$52.47
33462	906	ZIESE PLUMBING, HEATING, &	11/10/14	DeM: Furnish & install new faucets in women's restroom	\$545.29
0	907	PAYROLL	11/10/14	PAYROLL	\$49,504.86
0	908	BILL HROMADA	11/10/14	Courier Mileage 10/16/14 - 10/31/14 (Conf. #178)	\$416.64
0	909	GREAT-WEST RETIREMENT S	11/10/14	Annuity Contributions withheld 11/10/14 Payroll (Conf. #181)	\$945.00
0	910	INDIANA DEPARTMENT OF RE	11/10/14	State & County Taxes withheld October 2014 Payrolls (Ref. #65023)	\$5,731.66
0	911	INPRS fbo PERF	11/10/14	INPRS Contributions 11/10/14 Payroll	\$5,583.07
0	912	IRS USA TAXPAYMENT	11/10/14	Federal Withholding, Medicare, & FICA withheld 11/10/14 Payroll & Ins. (Acknowledgement# 4218809)	\$11,488.34
0	913	TOWN OF DEMOTTE	11/10/14	DeM: Water & Sewer Service- October 2014 (Conf. #179)	\$169.27
0	914	TOWN OF WHEATFIELD	11/10/14	Wh: Sewer Service- November 2014 (Conf. #180)	\$56.65
0	915	ALLIANCE BANK	11/10/14	Direct Deposit Fees- October 2014	\$36.40
33463	916	AUTOMATIC DOOR SERVICE	11/10/14	Rens: Replace damaged door arm on the exterior door of main entrance	\$459.95
33464	917	BARTHOLOMEW COUNTY PU	11/10/14	ILL items- patron did not return	\$59.98
33465	918	DEBORAH KRISTOFF	11/10/14	Mileage 8/23-10/28/14: bank deposits, PERF presentation, AV Shopping; Management Meeting expenses; Children's program supplies	\$136.91
33466	919	DEMCO	11/10/14	Classification labels, 2 disc repair machines, clear polypropylene tape, polyfit, spine labels, book pockets	\$1,287.08
33467	920	ELLISON EDUCATIONAL EQUI	11/10/14	Die Cut Storage Rack	\$56.00
33468	921	FLEX-PAC INC	11/10/14	M-fold towels, toilet paper, paper towel rolls, toilet bowl cleaner, gloves, hand soap	\$720.02
33469	922	GOODWIN FIRE EQUIPMENT, I	11/10/14	Fire Extinguisher Training	\$200.00
33470	923	HP PRODUCTS	11/10/14	Odor counteractants, glass cleaner, gloves, trash bags	\$404.18
33471	924	MAGAZINE SUBSCRIPTION SE	11/10/14	Annual January- May Magazine Subscription Renewals	\$5,464.24
33472	925	MOTION PICTURE LICENSING	11/10/14	Wh: Movie License 1/3/15-1/3/16	\$103.32
33473	926	NETWISE RESOURCES	11/10/14	Rens staff copier quarterly service agreement	\$682.19
33474	927	NIPSCO	11/10/14	DeM & Wh: Gas & Electric Service	\$5,734.69
33475	928	OFFICE DEPOT	11/10/14	Calendars, reporter notebooks, double-sided tape, construction paper, tempera paint, washable markers, paper clips, scotch tape, copy paper, contact paper, DVD/CD folders, wireless mouse	\$709.73
33476	929	PATTY STRINGFELLOW	11/10/14	Mileage 10/16-11/6/14: Management Meeting, Librarian's Council Meeting	\$49.28
33477	930	PEGGY WOODS	11/10/14	DVDs, books, summer reading folders	\$1,145.42
0	931	SAGE PAYMENT SOLUTIONS	11/10/14	Merchant Processing Fees- October 2014, (automatic withdrawal on 11/3/14)	\$48.34

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33478	932	STERLING COMPUTERS	11/10/14	15 computer monitors, 15 USB soundbars, 5yr warranty	\$3,749.55
33479	933	TRUGREEN PROCESSING CE	11/10/14	Wh: Lawn fertilization	\$91.00
33480	934	ULINE	11/10/14	DVD cases, CD cases, anti-fatigue mat	\$697.19
33481	935	UNIQUE MANAGEMENT SERVI	11/10/14	Collections: Initial/Secondary Placements- October 2014	\$125.30
Total Amount of Claims					\$146,288.60

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 10, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$146,288.60

Date this 10th day of November, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 8, 2014, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review

General Business

Long Range Plan 2015-2019 (R 12; R 25)
2015 Salary Increase (R 25)
LIRF Transfers (R 25)
Election of Officers (R 25)
End of December Board Meeting (R 26)

Action
Action
Action
Action
Information

Director's Report (R 25-R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 10, 2014
Rensselaer Library

Present: Timothy Schultz, Natalie Waling, Mark Heinig, Janet Umlauf, Deana George, Janelle Harper, Ed Dumas, Harry Mohler, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Maxwell

Absent: Jody Melton

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Meeting Room Policy and Circulation Policy revisions were approved as presented on a motion by M. Heinig and seconded by D. George. Motion passed.

DeMotte Library Future Plans: Property is for sale adjacent to the DeMotte Library. Attorney Ed Dumas presented the legal aspects of acquiring the property. The Library Board is considered a political subdivision, so there are statutes that need to be followed when purchasing property. If interested in the possible purchase of property, the Library Board would first need to pass a preliminary resolution stating that they are considering the purchase of a particular piece of property (the exact address of the property would be used) and authorizing a purchasing agent (most likely the Director) to move forward as Indiana law requires. The purchasing agent would then appoint two separate appraisers to appraise the property. The appraisers must be licensed. Separate appraisals would be returned to the Library within 30 days and must be kept on file for five years. The Library Board would not be allowed to pay more for the property than the average of the two appraisals. P. Stringfellow explained that the Board has three different options when it comes to financing the purchase of property. The Operating, Rainy Day, and Library Improvement Reserve (LIRF) funds can all be used for the purchase of property. Currently, a large part of the Rainy Day fund is tied up in a CD that matures in June 2015. The purchase could potentially be paid for all in one budget year if using the Rainy Day fund or be split up between two budget years if the other funds are used. Architect Harry Mohler explained that he had been past the property and had walked around the building. He indicated that the property lines up with the DeMotte Library's existing parking lot. The house on the property looks like it would be fairly easy to take down and there are no curbs or sidewalks to deal with. This property could potentially double the size of the existing parking lot but it would not work for adding on to the library building. Storm water drainage shouldn't be a problem as the ground is sand and Harry believes that the Library put in a pipe for water drainage back when the building was built that could be tied into.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong reported that the floods in January 2014 impacted everything that they did this year and continues to do so. The Technical Services staff moved new materials four times total due to the floods. They made sure that all the library materials were moved to a safe location before worrying about their personal items. It was good to see everyone working together and supporting each other. Lists were created for both the insurance company and for each of the libraries of all materials that were lost. Ordering was delayed at the beginning of the year because there was no place to put new shipments of items. This delay in ordering has caused there to be a bit more end of the year ordering than there normally would be. When it came time to order new furniture for the workspace, staff again worked together to choose items that would fit the space and match. Mary Molenaar became the unofficial chair assembler, once new chairs

started arriving. On a happier note, Virginia Salyer, a college student has been working with technical services on her practicum. She has been learning the cataloging process. There have been upgrades to TLC and to reports manager this year. There were a few glitches with the recent reports manager upgrade, but those are being worked through. Becky reports that it has been a weird year and she is hoping that the upcoming year will not be another weird year.

Sheila Maxwell reported that the floods also affected her work this year. She assessed damage to the computer systems, moved offices and computers four times, made lists of damaged electronics for the insurance adjustor, and ordered replacement computers and electronics for what was damaged. The library was fortunate to have only one server damaged because the rest of the servers were up on racks. Replacement computers still need to be put in place. We tested out putting photos from programs onto a digital photo frame to display at the front desk. Patrons have liked being able to see what has been going on at the library. Three new digital photo frames have been purchased to do this at each library. Awesome Boxes have been introduced at all three libraries. These boxes are set out near the book return at the circulation desk. When patrons return materials that they think are awesome, they can put them in the Awesome Box. Staff then checks in the items and also scans them into the Awesome Box website. This creates a list of Awesome materials that patrons can see on the Library's website. One staff member has also started tagging these items in the catalog as Awesome, which allows patrons to search the catalog for awesome materials as well. Labels have been added to the covers of some Awesome items so when they are found on the shelf, patrons can see that someone else thought this item was awesome. Marketing posters have been added to the patron computers in place of screen savers. This is another way of advertising upcoming library programs and events. The library has had wireless printing available for a long time now, but our way requires downloading drivers to your laptop before you are able to print. It has gotten more and more difficult to keep up with the changing operating systems and the drivers that are needed for each of them. This way also does not allow many mobile devices such as smartphones and tablets to print. We recently tested out a product called PrinterOn. This product is supposed to work with all devices (with what we've tested it has) and offers multiple ways to print. Patrons are now able to print by logging on to a website, downloading a printer driver, emailing the document, or downloading the app. They are also able to print from home. Once patrons send their print jobs to our printers, they have 72 hours to come in to pick up their documents. The documents do not physically print until the patron comes in to pay and pick them up.

2015 Slate of Officers: J. Harper presented the nominees for the following 2015 offices: J. Umlauf, President; N. Waling, Vice-President; J. Melton, Secretary; T. Schultz, Treasurer; and M. Heinig, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Monday, Dec. 29th, at 9:00 AM with J. Umlauf, D. George, J. Harper, & M. Heinig planning to attend.

Director's Report: Rensselaer Library has been dealing with serious patron behavior in recent weeks that has resulted in many children being banned from the library for days, weeks, even months, depending upon the infraction. We have filed police reports and are investigating the cost of additional security cameras to help us better monitor behavior. Students are obstructing entry ways and the foyer making it difficult for others to pass through the area, speaking to patrons inappropriately, smoking in the bathrooms, throwing cigarettes in our book drop, burning toilet paper in the bathroom, kicking the front door panic bar, and just this past weekend pouring

pop in our book drop which damaged some library materials. The bathroom doors are now locked when school is out of session so patrons have to ask to use the restroom and the bench in the foyer has been removed to discourage the loitering. We are doing our best to monitor matters and keep our buildings safe.

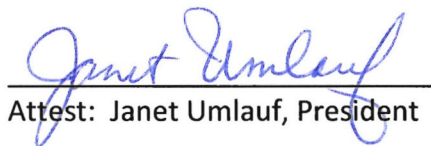
A Rensselaer resident has updated her beneficiaries for her retirement investments, naming Jasper County Public library to receive 1/5th of her retirement investments upon her death. This resident is a community leader who values her library. We hope to use her story to encourage more people to do the same. Our future depends upon gifts such as these as we are so limited as to the amount of tax revenue we are able to receive and thus save for future projects and needs. There are gracious ways to encourage community members to remember the library in their will and estate planning.

We did our annual People Count week in October. The numbers looked good. A summary of data collected was distributed in your board packet.

Adjournment: With no further matters for discussion, J. Umlauf adjourned the meeting at 7:05pm.



Deana George, Secretary


Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
November 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	7	1	32
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	34	1	2	37
Blu-Ray (DBR)	158	2	0	160
Books on CD (DBKCD)	163	5	2	170
Books on Tape (DBKT)	1	0	0	1
Compact Disc (DCD)	148	2	3	153
Digital Audiobooks (DDA)	26	0	0	26
DVD (DDVD)	1492	26	3	1521
Equipment (DEQP)	40	0	0	40
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	40	0	0	40
Fiction (DFIC)	749	16	5	770
Fiction Fantasy (DFICF)	5	3	0	8
Fiction Mystery (DFICM)	81	8	1	90
Fiction New (DFICNEW)	380	11	15	406
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	18	0	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	76	0	1	77
Hanging Bags (DHANG)	11	0	0	11
ILL (DILL)	37	0	0	37
Internet (DINTER)	752	0	0	752
Juv. Audio book (DJAUDB)	11	0	0	11
Juv. Biography (DJBIO)	26	6	0	32
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	28	1	0	29
Juvenile Easy (DJE)	446	22	2	470
Juv. Easy Non-fiction (DJENF)	51	3	0	54
Juv. Easy Reader (DJER)	346	5	0	351
Juv. Fiction (DJFIC)	545	10	9	564
Juv. Holiday books (DJHOL)	202	8	0	210
Juv. Magazine (DJMAG)	30	0	0	30
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	293	26	8	327
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	102	6	0	108

Large Print Fiction (DLPF)	191	3	0	194
Large Print Nonfic (DLPNF)	16	1	0	17
Magazine (DMAG)	647	0	6	653
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	18	0	0	18
Nonfiction 200 (DNF200)	16	0	0	16
Nonfiction 300 (DNF300)	27	0	2	29
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	15	1	0	16
Nonfiction 600 (DNF600)	120	11	11	142
Nonfiction 700 (DNF700)	53	2	0	55
Nonfiction 800 (DNF800)	8	1	0	9
Nonfiction 900 (DNF900)	40	2	1	43
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	52	0	0	52
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	107	2	8	117
Nonfiction VHS (DNFVHS)	3	0	0	3
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	1	3
Software (DSWAR)	6	0	0	6
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	42	0	0	42
YA Audio book (DYAUDB)	6	1	1	8
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	154	5	8	167
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	0	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	1	1	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	27	1	31
Blu-Ray (RBR)	2	227	0	229
Books on CD (RBKCD)	2	119	2	123
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	198	2	203
Digital Audiobooks (RDA)	0	26	0	26
DVD (RDVD)	27	2804	29	2860
Equipment (REQP)	0	29	0	29
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	26	0	26
Fiction (RFIC)	20	448	16	484
Fiction New (RFICNEW)	20	360	10	390

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	117	0	119
Hanging Bag (RHANG)	2	3	0	5
ILL (RILL)	0	75	0	75
Internet (RINTER)	0	1027	0	1027
Juv. Audio book (RJAUDB)	2	14	0	16
Juv. Biography (RJBIO)	1	48	0	49
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	36	0	38
Juvenile Easy (RJE)	10	813	1	824
Juv. Easy Non-fiction (RJENF)	0	79	0	79
Juv. Easy Reader (RJER)	10	338	0	348
Juv. Fiction (RJFIC)	12	554	3	569
Juv. Magazine (RJMAG)	2	13	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	398	4	418
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	15	0	15
Juv. Toddler (RJTOD)	2	92	0	94
Large Print Fiction (RLPF)	14	230	4	248
Large Print Nonfic (RLPNF)	0	7	0	7
Magazine (RMAG)	3	323	1	327
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	5	0	6
Non-Fiction 100 (RNF100)	0	16	1	17
Non-Fiction 200 (RNF200)	5	16	0	21
Non-Fiction 300 (RNF300)	2	55	0	57
Non-Fiction 400 (RNF400)	1	1	0	2
Non-Fiction 500 (RNF500)	0	18	1	19
Non-Fiction 600 (RNF600)	20	143	14	177
Non-Fiction 700 (RNF700)	2	56	3	61
Non-Fiction 800 (RNF800)	0	9	0	9
Non-Fiction 900 (RNF900)	3	45	3	51
Nonfiction Blu-Ray (RNFBFR)	0	17	2	19
Nonfiction DVD (RNFDVD)	3	177	0	180
Nonfiction (RNFIC)	0	3	0	3
Nonfiction new (RNFNEW)	11	205	5	221
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	8	0	8
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	8	0	8
YA Biography (RYAB)	1	4	0	5

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	138	6	151
YA Music CD (RYACD)	4	81	0	85
YA Nonfiction (RYANF)	0	16	1	17
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	12	16
Blu-Ray (WBR)	0	0	191	191
Books on CD (WBKCD)	10	18	149	177
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	5	116	129
Digital Audiobooks (WDA)	0	1	11	12
DVD (WDVD)	9	23	1823	1855
Equipment (WEQP)	0	0	20	20
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	19	19
Fiction (WFIC)	24	22	281	327
Fiction Fantasy (WFICF)	0	0	1	1
Fiction Mystery (WFICM)	4	5	53	62
Fiction New (WFICNEW)	41	18	255	314
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	25	26
Hanging Bags (WHANG)	0	1	1	2
ILL (WILL)	0	1	33	34
Internet (WINTER)	0	0	399	399
Juv. Audio book (WJAUDB)	0	0	8	8
Juv. Biography (WJBIO)	3	2	10	15
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	13	13
Juvenile Easy (WJE)	12	30	364	406
Juv. Easy Non-fiction (WJENF)	9	0	42	51
Juv. Easy Reader (WJER)	6	3	290	299
Juv. Fiction (WJFIC)	23	16	267	306
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	0	47	180	227
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	2	104	107
Large Print Fiction (WLPF)	35	6	101	142
Large Print Nonfic (WLPNF)	2	1	7	10
Magazine (WMAG)	45	0	284	329
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	0	6	8
Non-Fiction 200 (WNF200)	3	0	15	18
Non-Fiction 300 (WNF300)	2	3	16	21
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	4	3	66	73
Non-Fiction 700 (WNF700)	7	2	27	36
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	2	2	18	22
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	2	1	68	71
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	8	10	93	111
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	4	4
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	7	7
YA Audio book (WYAUSB)	1	0	1	2
YA Biography (WYAB)	0	1	2	3
YA Books on CD (WYABKCD)	1	1	4	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	11	173	194
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	4	6
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	8373	9917	5801	24091

CIRCULATION BY HOLDINGS CODE
November 2014

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	7	1	32
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	30	15	84
Blu-Ray (BR)	163	246	194	603
Books on CD (BKCD)	175	142	153	470
Books on Tape (BKT)	1	0	0	1
Compact Disc (CD)	159	205	121	485
Digital Audiobooks (DA)	26	27	11	64
DVD (DVD)	1528	2853	1855	6236
Equipment (EQP)	40	29	20	89
See librarian (ERR)	0	0	0	0

Express Book (EXP)	40	26	19	85
Fiction (FIC)	793	486	302	1581
Fiction Fantasy (FICF)	5	3	1	9
Fiction Mystery (FICM)	85	13	54	152
Fiction New (FICNEW)	441	389	280	1110
Fiction Science Fiction (FICSF)	9	0	5	14
Fiction Western (FICW)	18	0	4	22
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	79	117	26	222
Hanging Bags (HANG)	13	4	1	18
ILL (ILL)	37	76	33	146
Internet (INTR)	752	1027	399	2178
Juv. Audio book (JAUDB)	13	14	8	35
Juv. Biography (JBIO)	30	56	10	96
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	30	37	13	80
Juvenile Easy (JE)	468	865	367	1700
Juv. Easy Non-Fiction (JENF)	60	82	42	184
Juv. Easy Reader (JER)	362	346	290	998
Juv. Fiction (JFIC)	580	580	279	1439
Juv. Holiday (JHOL)	202	8	0	210
Juv. Magazine (JMAG)	32	13	14	59
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	309	471	192	972
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	15	0	19
Juv. Toddler (JTOD)	105	100	104	309
Large Print Fiction (LPF)	240	239	105	584
Large Print Nonfic (LPNF)	18	9	7	34
Magazine (MAG)	695	323	291	1309
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	6	2	15
Non-Fiction 100 (NF100)	20	16	7	43
Non-Fiction 200 (NF200)	24	16	15	55
Non-Fiction 300 (NF300)	31	58	18	107
Non-Fiction 400 (NF400)	3	1	0	4
Non-Fiction 500 (NF500)	15	19	8	42
Non-Fiction 600 (NF600)	144	157	91	392
Non-Fiction 700 (NF700)	62	60	30	152
Non-Fiction 800 (NF800)	8	10	2	20
Non-Fiction 900 (NF900)	45	49	22	116
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	57	178	68	303
Nonfiction (NFIC)	0	3	0	3
Nonfiction New (NFNEW)	126	217	106	449
Nonfiction VHS (NFVH)	3	0	0	3
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	36	83	43	162
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	7	3	12
Software (SWAR)	6	8	4	18
Vertical File (VF)	0	3	0	3
VHS	42	0	7	49
YA Audio book (YAUDB)	7	9	2	18
YA Biography (YAB)	5	5	2	12
YA Books on CD (YABKCD)	1	1	4	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	171	154	187	512
YA Music CD (YACD)	4	81	0	85
YA Nonfiction (YANF)	8	18	5	31
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	3	2	12
				0
Free reads	400	289	47	736
Games/Puzzles	23	19	0	42
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8832	10310	5891	25033

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2038	1448	819	4305
Nonfiction	617	819	402	1838
CHILDREN'S BOOKS				
Fiction	1539	1898	1041	4478
Nonfiction	605	632	244	1481
YA BOOKS				
Fiction	250	271	213	734
Nonfiction	13	23	7	43
Magazines, Adult	695	323	291	1309
Magazines, Children	32	13	14	59
Sound Recordings, adult	369	384	291	1044
Sound Recordings, ch	60	136	22	218
Online databases	0	0	0	0
Software	6	8	4	18
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1793	3277	2124	7194
Equipment	40	29	20	89
Total	8057	9264	5492	22813
A-V Circulation	2228	3805	2441	8474
A-V Circulation as % of total	27.7%	41.1%	44.4%	37.1%

November 2014

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

Fiction	107	13	2,038	106	2	1,448	77	0	819	4,305
Nonfiction	44	11	617	114	26	819	30	4	402	1,838

Fiction	70	0	1,539	53	3	1,898	11	0	1,041	4,478
Nonfiction	21	0	605	16	0	632	4	1	244	1,481

Fiction	20	0	250	20	34	271	18	1	213	734
Nonfiction	0	0	13	1	0	23	1	0	7	43

Magazines,Adult	695	323	291	1,309
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Magazines, Child	32	13	14	59
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Games, Toys	0
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Sound Rec/Adult	12	1	369	44	0	384	20	16	291	1,044
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Sound Rec/Child	3	0	60	4	2	136	8	0	22	218
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[illegible]

Software	0	0	6	0	0	8	0	0	4	18
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Vertical Files	0	0	0	0	0	3	0	0	0	3
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VHS/DVD/BluRay	31	1	1.793	24	1	3.277	38	0	2.124	7.194
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Equipment	40	29	20	89
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TOTAL	308	26	8,057	382	68	9,264	207	22	5,492	22,813
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WHEATFIELD

Total Materials Owned	76,844	72,262	55,999
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Circulation Increase/Decrease	-8.0%	-12.4%	-13.9%
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[illegible]

% change

Current month's Circulation	25,715	22,813	-11.3%
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Jan. to date circulation	294,607	261,415	-11.3%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
20,473	20,567	13,802	13,906	15,099	15,176 Fiction
20,397	20,430	20,991	21,079	10,435	10,461 Nonfiction
CHILDREN'S BKS					
14,578	14,648	13,115	13,165	11,583	11,594 Fiction
8,528	8,549	6,695	6,711	6,019	6,022 Nonfiction
YA BOOKS					
2,352	2,372	3,029	3,015	2,603	2,620 Fiction
604	604	762	763	137	138 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,667	3,678	4,191	4,235	4,202	4,206 Sound Rec/Adult
758	761	610	612	875	883 Sound Rec/Child
18	18	29	29	7	7 Online Databases
213	213	336	336	171	171 Software
0	0	0	0	4	4 Vertical Files
4,856	4,886	8,226	8,249	4,622	4,660 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,562	76,844	71,948	72,262	55,814	55,999 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2014

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	136	29	230	50	301	65	667	145
LOCAL HISTORY								
In person	2	1	13	4	0	0	15	4
Letters written	0	0	7	7	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	752	31	1027	43	399	17	2178	91
Internet use-Wireless	2327		3610		999		6936	
Computer software used	169	14	142	12	70	6	381	32
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	13	2	0	0	13	2
CD ROM/Online databases	117	10	240	20	63	5	420	35
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	1	0	2	1	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	45	45	15	10	0	0	60	40
Notarized documents	13	3	19	5	2	1	34	9
Meeting Room Use (no. of group)	29	10	43	14	21	7	93	31
Study room use	30	3	41	3	29	2	100	8
Proctoring	1	1	0	0	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1098	
IN-HOUSE USE ITEMS	145		315		179		639	
SELF-CHECKOUT USE	210		923		0		1133	
INTERLIBRARY LOANS								
Requests made for:	71	18	55	14	29	7	155	39
Items rec'd for:	36	18	83	42	43	22	162	81
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8983	9106	5384	23473
Non-resident, paying	1	1	1	3
PLAC card users	0	3	1	4
Reciprocal borrowers	390	589	144	1123
Number of New Patrons Added	34	19	17	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	2	12	1	6	6	36
Children's Programs (0-13)	13	78	6	36	12	72	31	186
Number attending	207		89		188		484	
YA Programs (14-17)	3	18	1	6	1	6	5	30
Number attending	37		5		8		50	
Adult Programs	1	6	4	24	0	0	5	30
Number attending	79		81		41		201	
Senior Citizen Programs	11	66	3	18	3	18	17	102
Number attending	74		21		74		169	
Total Number of Programs	31	186	16	96	17	102	64	384
Total Persons Attending	397		196		311		904	
Total Attending Same Month Last Yr.	184		249		295		728	
Total Staff Hours Spent		368		321		234		908
Total Number of In-House Program	22		14		14		50	
Total Attendance	220		166		176		562	
Total Number of Outreach Program	9		2		3		14	
Total Attendance	177		30		135		342	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5992	74.5%	6046	65.7%	3873	71.1%	15911	70.1%
Corporate	68	0.8%	0	0.0%	0	0.0%	68	0.3%
Juvenile 0-11	47	0.6%	305	3.3%	66	1.2%	418	1.8%
Juvenile-AV	941	11.7%	1134	12.3%	616	11.3%	2691	11.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	112	1.4%	516	5.6%	129	2.4%	757	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	33	0.4%	2	0.0%	35	0.2%
Reciprocal YA	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Reciprocal YA AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	140	1.5%	0	0.0%	140	0.6%
Staff	573	7.1%	578	6.3%	451	8.3%	1602	7.1%
Walking books	110	1.4%	91	1.0%	0	0.0%	201	0.9%
YA 12-17	17	0.2%	22	0.2%	10	0.2%	49	3.5%
YA-AV	184	2.3%	298	3.2%	302	5.5%	784	3.5%
Total	8044		9198		5449		22691	
All items borrowed by nonresidents	112	1.4%	724	7.9%	131	2.4%	967	4.3%

**Salary Ordinance 2014
Updated 12/8/14**

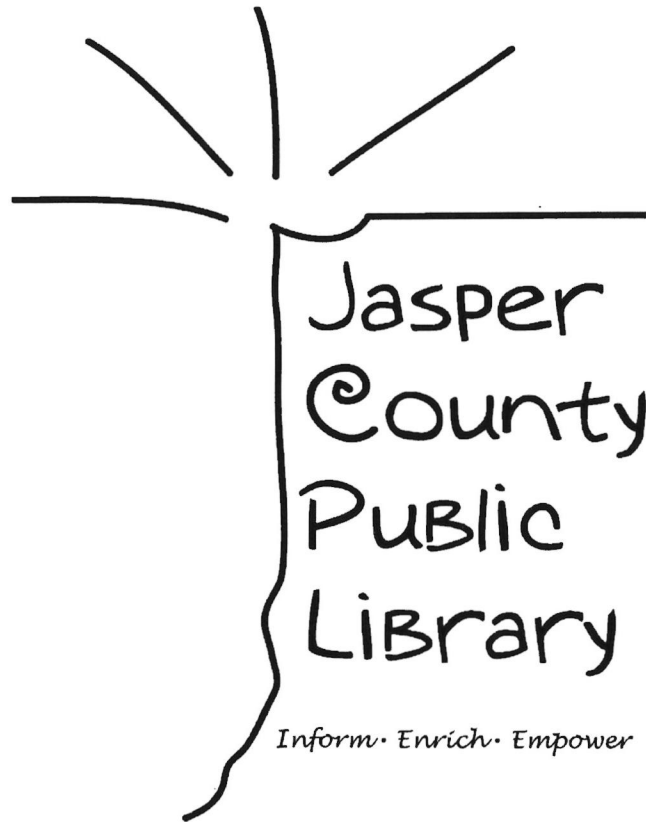
Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Neilie Trainor	Clerk	\$9.67	12/1/14	14	W
Debbie Kristoff	DeMotte Branch Manager	\$15.89	12/1/14	40	D

We have hired Neilie Trainor as a clerk at Wheatfield Library, replacing Donna Zandstra who no longer works for the library. We have promoted Debbie Kristoff to DeMotte Branch Manager, replacing Brenda Thompson who no longer works for the library.

We have examined and approved the changes to the 2014 Jasper County Public Library Salary Ordinance. Dated 12/8/14.

Angela L. Harper
Jody Melton
Natalie A. Welling
Janet Umclay

Timothy A. Schuch



Long Range Plan 2015-2019

Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

www.myjcpl.org

Approved December 8, 2014

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Our Role

- The Library provides easy access to:

Books	Audio Books/Playaways/Ebooks
Magazines	Computer Software
Newspapers	Research Materials
CDs	Wired & Wireless Internet
VHS/DVDs/BluRays	Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.

- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Demographics/Statistics

The Jasper County Public Library (JCPL), located in northwest Indiana, serves 31,525 county residents with three facilities – the Rensselaer Main Library, the DeMotte Branch, and the Wheatfield Branch. In November 2014 JCPL had 23,414 library card holders. The library has a collection of over 200,000 items and a circulation of over 300,000 items annually. The median age in our county is 38. 49.8% of residents are male and 50.2% of residents are female. The median household income in 2012 was \$54,092 with a poverty rate of 10.2%. As of September 2014 the unemployment rate was 6%. 87.8% of adults 25 years and older have at least a high school diploma. 14.5% have a Bachelors Degree or higher.

Facilities

Jasper County Public Library operates from three facilities with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield. The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library (350 S. Bierma Street) built in 2005 is 14,900 square feet. All three buildings are in good condition and feature attractive landscaping. The Wheatfield Library has three distinct wetland areas featuring native plants.

Services and Programs

Registered card holders may check out and/or download numerous items from our library: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational movies. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,300 items per year from other libraries through interlibrary loan. The library provides access to over 70 databases including Auto Repair Reference Center, Novelist, Opposing Viewpoints, Heritage Quest, Consumer Reports, and Indiana Legal Forms. The library offers a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes,

resume classes, local history and genealogy programs, computer and Internet training classes, health screenings, and music programs.

Technology

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices. Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer self-checkout as a means to fulfill the needs and expectations of our technologically astute library users. The Library has a website (www.myjcpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 64 public workstations have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention. In addition a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers. All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte Library offers access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars. Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment. The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library. The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

Operations

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Professional Development Strategy

JCPL feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore, we provide a number of different learning opportunities for staff. We encourage staff to expand their knowledge through attendance at workshops and conferences. We also provide mini-workshops and staff development days at the library. We encourage staff to attend regional "counterparts" meetings, where persons doing similar jobs in area public libraries share solutions to problems and work together to improve the service their departments give. We encourage staff to spend a day or ½ day at another library or another branch of JCPL to get a different outlook on how business may be conducted. We encourage staff to further their education. If we can tailor work schedules to allow staff to attend classes, without undue hardship to the library or the public, we will do so. Priority will be given to those pursuing coursework targeting the skills/knowledge necessary to increase the ability to perform optimally in a specific library position or required by the State Library.

Financial Resources and Sustainability

The Jasper County Public Library will provide funding for its Long Range Plan from a combination of the Library's:

- Operating Fund
- Library Improvement Reserve Fund (LIRF)
- Rainy Day Fund

Supplemental funding may also be procured by the following outside sources:

- Gifts
- Grants
- Friends of the Library
- Community Foundation
- Community donations

Equipment Replacement Schedule

As an ongoing activity, the library will evaluate all existing PCs and peripherals, including barcode scanners, printers, inventory scanning equipment, and upgrade when necessary as budget will allow. The Systems Administrator will provide additional PC's, peripherals, and data connections for staff and patrons as budget will allow. Annually, the Systems Administrator will purchase a minimum of 20 new PCs to replace the oldest PCs in the system. Technology needs will be discussed at monthly Management Meetings. Critical needs will be implemented immediately

with less urgent needs noted for future planning and budgeting. Other equipment will be evaluated regularly and replaced as budget will allow.

List of Collaborations and Partnerships

Library Groups and Organizations

- Northwest Indiana Directors Group
- Northwest Indiana Counterpart Groups (i.e. Branch Managers, Childrens Services, Programming, Automation, Business Managers, Reference, Circulation)
- Friends of the Rensselaer Library
- Friends of the DeMotte Library
- Friends of the Wheatfield Library
- Indiana State Library
- Indiana Library Federation
- Indiana Online Users Group (IOLUG)
- Midwest Collaborative for Library Services (MCLS)
- Northern Indiana Computer Consortium for Libraries (NICCL)
- Statewide Reciprocal Borrowing Participant
- Northwest Indiana Literacy Coalition
- Books to Bridge the Region
- Midwest Indiana Download Center
- Other northwest Indiana libraries

Community

- City of Rensselaer
- Town of DeMotte
- Town of Wheatfield
- Jasper and Newton County Community Foundation
- Jasper County Extension Office
- Rensselaer Chamber of Commerce
- DeMotte Chamber of Commerce
- Wheatfield Chamber of Commerce
- Rensselaer Rotary Club
- DeMotte Rotary Club
- Jasper County Historian
- Rensselaer Historical Society
- DeMotte Historical Society

- St. Joseph's College
- Jasper County Economic Development Organization
- Rensselaer Central School Corporation
- St. Augustine Catholic School
- Kankakee Valley School Corporation
- West Central School Corporation
- DeMotte Christian School
- Covenant Christian School
- Prairie Arts Council
- KV Reading Council

Statement of Community Needs and Goals

In 2014 we assessed how well we are meeting community needs with the distribution of an Impact Survey and a User/Non User Survey. The Impact Survey is an online tool designed for public libraries that want to better understand their communities and how people use their public technology resources and services. In addition our User/Non User Survey was an online tool we created to assess how well we serve our community with our other services and programs. Both surveys yielded useful results.

Things we did well:

- Helped patrons locate materials - many respondents (90.78%) said they found what they were looking for. For those who were not able, staff was able to fulfill their needs in other ways.
- Staff and facilities found to be friendly, courteous, and helpful – library layout, availability and variety of items, hours of operation all seen as good/excellent by over 50% of respondents.
- Aware of services, such as free wireless, eBooks and eAudiobooks, ILL service (over 50%)

Things needing improvement:

- Marketing to patrons of free notary, genealogy/local history, exam proctoring, eMagazines, debit/credit card payment, all of which a majority of respondents suggested they were unaware of.
- Better marketing of programs, as many respondents indicated that they were only aware of events through word of mouth.
- Considering ways to improve library programming.

Survey results indicate that our community is interested in new technologies, but they are not early adopters of these technological advances.

As another means to engage our community and assess community need we contacted community leaders and others within the community and asked this question: *If you could envision a perfect*

community 5 years from now, what would it look like? What do you think would need to occur to make that dream a reality and what could the library do to assist in making that dream a reality?

We received interesting and varied responses but the consensus of various community, civic, and non-profit groups seems to result in the following needs list:

- A sense of community connectedness
- A strong focus on quality of life (i.e. arts and culture)
- An interactive environment
- Advancing and expanding technology
- Educating and promoting good health
- New business and employment opportunities
- Access to latest and current information and entertainment in a variety of formats
- Life skills training
- Resources that help to build or rebuild one's life
- Thriving and vibrant downtown areas
- A strong economy that encourages small business and shopping local
- Encourage good citizenship in our youth

Library Goals

Goal 1 – JCPL is a welcoming community hub.

Objectives: JCPL will provide helpful, friendly internal and external customer service.
JCPL will provide an interactive and creative space.
JCPL libraries and website will become community hubs.
JCPL will provide a well-maintained and welcoming facility that encourages community connectedness.

Measurable Outcomes:

Increased number of patrons visiting the library
Increased number of website uses
Increased attendance at targeted programs
Reduced number of outstanding facility maintenance issues needing attention

Goal 2 – JCPL is a collaborative community partner.

Objectives: JCPL will provide an interactive environment.
JCPL will actively seek opportunities to assist our community schools.
JCPL will actively seek opportunities with other community organizations, businesses, and government units to promote a strong economy and thriving downtown areas.
JCPL will serve as a source of information including community referrals.

JCPL will continue collaboration with other area libraries.

JCPL will encourage donations and support for the library and its operations.

Measurable Outcomes:

Increased number of opportunities for interaction

Increased encounters with community school students and faculty

Increased encounters with community organizations, businesses, and government units.

Increased number of answered or referred reference questions

Maintain or increase collaboration with other area libraries

Increase number of donors and donations to the library and its operations

Goal 3 – JCPL increases awareness of its services and collections.

Objectives: JCPL will actively promote the library.

JCPL will continue to be visible and recognized as the source for information, recreation, and personal enrichment.

JCPL will actively demonstrate that its collections, programs, and services improve quality of life.

JCPL will act upon the wants and needs of the community.

Measurable Outcomes:

Increased knowledge of the products and services the library offers based on results from user/non-user surveys

Annually increased service counts, circulation statistics, and downloads

Increased recognition within the community of the library brand

Staff is better informed and knowledgeable about library programs and services

Maintain or increase number of patron requests acted upon

Goal 4 – JCPL engages its community in lifelong learning.

Objectives: JCPL will continue to educate staff and patrons and encourage good citizenship.

JCPL will continue to offer a variety of lifelong learning opportunities, with an emphasis on technology, health, business, and life skills.

JCPL will be a community leader in literacy.

JCPL will be a source of local history and genealogy.

JCPL will maintain its online presence.

JCPL will continue to provide access to current information and entertainment resources in a variety of formats.

Measurable Outcomes:

Maintained or increased opportunities for staff to be trained in good citizenship

Reduced number of incident reports reflecting poor behavior and citizenship

Increased number of learning opportunities in technology, health, business, and life skills

Increased number of continuing education opportunities for staff on literacy initiatives for all ages and subjects
Increased number of answered genealogy related questions, correspondence, and visits
Increased awareness of online presence, as reflected in the library's user/non-user surveys
Maintained or increased usage of current information and entertainment resources in a variety of formats

Evaluation Process

The Management Team will evaluate the plan and progress with the plan four times annually and provide a report to the Library Board of Trustees.

**Director's Report
November 2014**

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2015 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2014 Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2014 Salary Ordinance.**

Policies: There are no policies scheduled to be reviewed this month.

General Business:

Long Range Plan 2015-2019: Our current Long Range Plan expires in December 2014. Indiana Public Library Standards require us to have a current five-year plan so it is time to adopt a new plan. Earlier this year we conducted an Impact Survey and a User/Non-User Survey. In addition, we sought input from community leaders regarding community needs. We drafted our Long Range Plan in consideration of data collected. This proposed plan charts our course for the next five years. We feel that the goals, objectives, and measurable outcomes included in the plan will ensure that our library remains a vibrant part of our community, continuing to inform, enrich, and empower our diverse community. Please see R 12. Board approval is needed to adopt this plan.

2015 Salary Increase: A board vote is required to implement a salary increase for staff in 2015.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. We will bring a recommendation to you at the December meeting. The Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2015. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Janet Umlauf, Vice-President- Natalie Waling, Secretary- Jody Melton, Treasurer- Tim Schultz, and Assistant Treasurer- Mark Heinig.

End of December Board Meeting: Board members are scheduled to meet Monday, December 29 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. At our November board meeting Janet Umlauf, Deana George, Janelle Harper, and Mark Heinig indicated that they would be attending. We need at least four members to attend to make a quorum.

Director's Report:

Evie and Debbie attended the Indiana Library Federation Conference in Indianapolis and were energized with new ideas that they are eager to implement! They are appreciative of the opportunity to attend.

The Marketing Committee provided their annual report to the Management Team in November. Committee Chair, Rachael presented a summary of the year's activities. Marketing Committee members represented the library at the following community events: Wheatfield Kindergarten Registration, DeMotte Home and Garden Expo, Rensselaer Earth Day, Wheatfield's Sandhill Crane Festival, and the Jasper County Fair. We celebrated National Library Week, National Library Card Sign-up Month, and Banned Books week. Imprinted giveaway items this year included: color changing spoons, stylus pens, key chain purses, turbo flashlights, and grocery totes. The Committee is currently considering the purchase of storage bins for each library to store their imprinted items.

Books to Bridge events ended in November. It was another successful literacy program.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: attended various meetings, conferences, webinars; upgraded TLC Reports software; evaluated TLC hosting service; installed PrinterOn wireless printing solution; updated all PCs to IE11; upgraded AWE PC software; installed new digital photo frames; added AwesomeBox icon to all patron PCs and magazine iPads; moved our TLC terminal server and web server to new, updated hardware and software; updated firewall hardware; updated plug-ins on all patron PCs; purchased Office 2013 for patron PCs; installed Meraki wireless access points at Rensselaer; replaced battery on Wheatfield UPS; purchased spare network switch, Staff Office 2013, a new LCD Projector for Rensselaer, 15 new pcs and 6 new laptops; added new files to the Intranet and Self-Service Docs; set up archive.myjcpl.org so that the webmaster can use it for vertical file access from our website; created Tumblr account for myjcpl; put in order for 10M fiber tail at Wheatfield Library; wrote a new Long Range Plan; wrapped up spending for the year; hosted Branch Counterparts meeting; cleaned carpets; attended Chamber and Rotary meetings; presented a Marketing Report; marketed at Wheatfield's Sandhill Crane Festival; held Teen Read Week

activities; promoted Books to Bridge and Timeout for Reading activities; went AV shopping; ordered library cards with our new logo; hosted Matthew Ball program at Wheatfield Library and author visits (Logan Judy at Rensselaer Library and Rosemary Gard at DeMotte Library); and launched a men's book discussion group at Rensselaer Library.

System Administrator News

Sheila participated in several webinars in November – LibraryBox Update, e-Rate Modernization, and Preparing for the 2015 e-Rate Season by ENA. She reviewed PCI 3.0 compliance documentation and training; installed 4 Meraki wireless access points at Rensselaer Library; filed 470 e-rate for local and long distance telephone service; and set up digital photo frames at each library and wrote instructions for staff. Work continued on migrating DeMotte's and Wheatfield's old servers to new servers. Eleven service requests were opened and eighteen were closed.

Technical Services News

Becky reports that she participated in Librarians' Council meetings where we worked on the new Long Range Plan. Reports manager was upgraded to LS Reports. There were a few bumps along the way, but overall it has been mostly pain free. Evaluations were completed for the year for the Technical Services staff, and final orders for the year have been sent to Technical Services and are in the process of being ordered.

DeMotte Library News

Debbie reports, "... our teen program had a big turn-out and was enjoyed by all (cookies in a jar). [I] gave a tour and presented a story time for a Tiger Den... [and] moved the YA magazines to the YA room and weeded them. The JE area then gained some much need space and was shifted (by the pages) accordingly. We have decorated the YA room with new posters and CDs for a music theme. A group of High school students taking a child development class came to the library-[I] did a sample story time for them and helped them choose books for their own programs."

She continues, "The Friends purchased a new microwave for the staff lounge; and clocks for the children's area and story time room. The Friends also purchased additional LEGO bricks and LEGO bases that we need for programs. Two new large free standing fans were also purchased to help circulate the air upstairs and downstairs when it gets extremely hot. The Friends held a book giveaway this month and we had 147 total participants in the program!"

Rensselaer Library News

Linda reports, "the annual Christmas Tree Walk is being held once again this year. This year the seven trees include; the Heroes Tree, TOPS, Tri Kappa, First Christian Church, the Rensselaer Women's Spiritual Circle, Psi Iota Xi, and the Latter Day Saints Youth Group. Patrons can once again, vote for their favorite tree with nonperishable food items; which will be delivered to the Rensselaer Food Pantry. Emily Duran hosted an open a program on Veterans Day 11-11 @11am for our Heroes Tree and servicemen, to place ornaments on the Heroes Tree. Other programs offered were Navigating the Marketplace w/ presenter Barb Hickner, a Navigator with the State; she is also meeting with people every other Monday into the beginning of 2015 to assist with questions and signups."

Janice reports, "Our Fancy Nancy tea Party was a rousing success. We had thirteen participants who dressed up in their finery and enjoyed the festivities. Our Lego night was even more successful and we plan to make it a monthly event. The teens enjoyed tie dying sox and shirts and created unique designs. Our toddler morning story time has been well attended as well as our third Thursday events."

Wheatfield Library News

Evie reports, " [We offered} ... an awesome program with pianist Matthew Ball...[with] record attendance at the event ... - 68 attendees! The adult book discussion group celebrated its 14 year anniversary with a luncheon and discussion.

Rachael reports that November Toddler Times had good numbers. A favorite program was a Thanksgiving book discussion for 2nd and 3rd graders, discussing Thanksgiving on Thursday, a Magic Tree House book. After the discussion attendees played bingo with prizes being donated books in good condition. Rachael is happy to report that the children all selected Magic Tree House books to take home! December program plans were made.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

November 30, 2014

	<u>Beginning 2014 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$540,945.63	\$183,407.81	\$1,928,279.46	\$366,033.37	\$1,864,669.21	\$477,335.38
Public Library Access Card Fund	\$50.00	\$0.00	\$100.00	\$50.00	\$100.00	\$50.00
Gift Fund	\$10,367.43	\$966.85	\$10,830.74	\$452.00	\$11,676.79	\$11,213.48
DeMotte	\$2,634.29	\$597.65	\$3,593.77	\$102.00	\$3,419.79	\$2,460.31
Rensselaer	\$5,438.24	\$100.88	\$3,696.03	\$350.00	\$4,816.22	\$6,558.43
Wheatfield	\$2,294.90	\$268.32	\$3,540.94	\$0.00	\$3,440.78	\$2,194.74
Library Improvement Reserve Fund	\$309,690.79	\$0.00	\$145,271.00	\$12.63	\$272.60	\$164,692.39
Bond & Interest Redemption Fund	\$174,293.95	\$0.00	\$324,682.00	\$75,589.60	\$247,942.54	\$97,554.49
Rainy Day Fund	\$307,315.15	\$0.00	\$0.00	\$0.00	\$1,599.61	\$308,914.76
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$10,361.00	\$0.00	\$10,361.00	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,262,319.88	\$0.00	\$0.00	\$3.41	\$7,168.81	\$1,269,488.69
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$30,082.00	\$0.00	\$30,082.00	\$0.00	\$8,399.00	\$8,399.00
Sales Tax	\$126.63	\$0.00	\$126.97	\$3.78	\$122.26	\$121.92
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$97.68	\$0.00	\$97.68	\$0.00
Insurance Settlement Fund	\$0.00	\$0.00	\$278,094.54	\$0.00	\$284,389.20	\$6,294.66
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,610.47	\$86,731.56	\$7,610.47	\$86,731.56	\$0.00
FICA Tax Collected	\$0.00	\$7,091.89	\$79,017.96	\$7,091.89	\$79,017.96	\$0.00
State Tax Collected	\$3,131.91	\$3,216.12	\$36,280.50	\$3,328.40	\$36,476.94	\$3,328.35
County Tax Collected	\$2,403.50	\$2,515.54	\$28,155.99	\$2,616.19	\$28,368.73	\$2,616.24
Deferred Comp.	\$0.00	\$1,890.00	\$28,772.40	\$1,890.00	\$28,772.40	\$0.00
#125 Pre-tax Plan	(\$5.72)	\$2,423.15	\$33,307.50	\$2,545.64	\$33,443.21	\$129.99
Employee Life Insur.	(\$0.36)	\$159.48	\$2,096.78	\$160.20	\$2,097.86	\$0.72
Employee INPRS	\$0.00	\$2,688.44	\$30,915.99	\$2,688.44	\$30,916.01	\$0.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,651,351.79	\$211,969.75	\$3,053,204.07	\$470,076.02	\$2,752,262.37	\$2,350,410.09

Bank Balances
Jasper County Public Library
Report as of: 11/30/14

<i>Bank</i>		
1	Alliance Bank	\$827,858.47
2	Demotte State Bank	\$11,513.82
4	PNC Bank	\$10,767.80
5	Cash On Hand	\$270.00
7	Kentland Bank CD#400043546	\$0.00
8	Kentland Bank CD#400043547	\$0.00
11	Kentland Bank CD#400043559	\$0.00
9	Fifth Third Bank CD#002- 0668762355	\$275,000.00
10	Fifth Third Bank CD#002- 0668762363	\$725,000.00
6	Fifth Third Bank CD#002- 0668786509	\$500,000.00
<i>Total all banks =</i>		<i>\$2,350,410.09</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/14 To 11/30/14

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$63,045.00	\$0.00	\$63,045.00	\$5,305.74	\$58,286.00	\$4,759.00	92.5
1.12 SALARY OF ASSISTANTS	\$1,054,554.00	\$0.00	\$1,054,554.00	\$85,302.64	\$958,729.33	\$95,824.67	90.9
1.13 WAGES OF JANITORS	\$67,178.00	\$0.00	\$67,178.00	\$4,250.94	\$46,277.60	\$20,900.40	68.9
1.21 EMPLOYER'S SHARE-FICA	\$90,635.00	\$0.00	\$90,635.00	\$7,091.88	\$79,018.36	\$11,616.64	87.2
1.22 UNEMPLOYMENT COMPENSATION	\$3,520.00	\$0.00	\$3,520.00	\$0.00	\$3,620.92	(\$100.92)	102.9
1.23 EMPLOYER'S CONTRIB. - PERF	\$104,051.00	\$0.00	\$104,051.00	\$8,014.37	\$93,919.04	\$10,131.96	90.3
1.24 EMPLOYER'S CONTRIB. - INS.	\$179,134.00	\$0.00	\$179,134.00	\$9,167.60	\$99,046.56	\$80,087.44	55.3
Subtotal	\$1,562,117.00		\$1,562,117.00	\$119,133.17	\$1,338,897.81	\$223,219.19	85.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$305.85	\$294.15	51.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$1,029.25	\$6,015.27	\$1,984.73	75.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,220.11	\$5,220.03	\$1,279.97	80.3
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$115.00	\$5,057.84	\$2,942.16	63.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$50.00	\$135.70	\$864.30	13.6
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$34.89	\$86.01	\$113.99	43.0
2.33 REPAIR PARTS	\$2,000.00	\$0.00	\$2,000.00	\$122.97	\$646.15	\$1,353.85	32.3
2.41 LIBRARY SUPPLIES	\$14,950.00	\$0.00	\$14,950.00	\$2,315.15	\$11,752.31	\$3,197.69	78.6
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Subtotal	\$41,750.00		\$41,750.00	\$4,887.37	\$29,219.16	\$12,530.84	70.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$950.00	\$3,612.75	\$1,387.25	72.3
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$303.32	\$11,512.79	(\$6,512.79)	230.3
3.145 DATABASES & LICENSING SERVICES	\$21,186.00	\$0.00	\$21,186.00	\$1,120.00	\$18,675.75	\$2,510.25	88.2
3.146 E-BOOKS SERVICES	\$12,300.00	\$0.00	\$12,300.00	\$0.00	\$3,000.00	\$9,300.00	24.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$54.12	\$2,845.88	\$1,354.12	67.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,461.30	\$538.70	82.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,604.12	\$13,651.58	\$6,348.42	68.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$91.85	\$7,736.02	\$263.98	96.7
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$259.06	\$1,480.05	\$319.95	82.2
3.26 NETWORKING	\$58,440.00	\$0.00	\$58,440.00	\$1,461.00	\$5,710.00	\$52,730.00	9.8
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$480.99	\$319.01	60.1
3.33 MARKETING ADVERTISING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,487.38	\$12.62	99.2
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$200.00	\$50.00	80.0
3.42 OTHER INSURANCE	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$28,051.18	\$448.82	98.4
3.51 GAS	\$30,000.00	\$0.00	\$30,000.00	\$1,524.91	\$23,550.50	\$6,449.50	78.5
3.52 ELECTRICITY	\$85,000.00	\$0.00	\$85,000.00	\$6,873.27	\$80,937.43	\$4,062.57	95.2
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$215.53	\$2,939.46	(\$939.46)	147.0
3.54 WASTE DISPOSAL SERVICES	\$5,700.00	\$0.00	\$5,700.00	\$508.02	\$5,425.39	\$274.61	95.2
3.61 BUILDING & STRUCTURES	\$58,000.00	\$0.00	\$58,000.00	\$2,518.81	\$52,115.88	\$5,884.12	89.9
3.62 EQUIPMENT REPAIRS	\$880.00	\$0.00	\$880.00	\$0.00	\$1,041.15	(\$161.15)	118.3
3.72 EQUIPMENT RENTALS	\$650.00	\$0.00	\$650.00	\$9.95	\$250.45	\$399.55	38.5
3.91 DUES	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$3,829.27	(\$1,029.27)	136.8
3.93 TAXES & ASSESSMENTS	\$350.00	\$0.00	\$350.00	\$0.00	\$240.00	\$110.00	68.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$500.00	\$61.45	\$561.45	\$0.00	\$79.40	\$482.05	14.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$105,348.00	\$0.00	\$105,348.00	\$2,449.89	\$90,188.47	\$15,159.53	85.6
Subtotal	\$561,324.00	\$61.45	\$561,385.45	\$19,943.85	\$361,503.07	\$199,882.38	64.4
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$39,734.00	\$0.00	\$39,734.00	\$10,970.27	\$16,910.95	\$22,823.05	42.6
4.51 BOOKS	\$150,000.00	\$0.00	\$150,000.00	\$12,498.26	\$115,825.00	\$34,175.00	77.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$5,982.21	\$19,860.13	\$5,139.87	79.4
4.53 NONPRINTED MATERIALS	\$56,913.00	\$0.00	\$56,913.00	\$9,992.68	\$39,238.66	\$17,674.34	68.9
Subtotal	\$271,647.00		\$271,647.00	\$39,443.42	\$191,834.74	\$79,812.26	70.6
Grand Total	\$2,436,838.00	\$61.45	\$2,436,899.45	\$183,407.81	\$1,921,454.78	\$515,444.67	78.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From 11/1/14 To 11/30/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33414	858	AARON'S LAWN CARE	11/10/14	Mowing	\$480.00
33415	859	ACE HARDWARE	11/10/14	Toilet seats	\$122.97
33416	860	ALLIED WASTE SERVICES #71	11/10/14	Wh: Trash Service- November 2014	\$64.95
33417	861	ANTHEM BLUE CROSS BLUE	11/10/14	Health Ins. Premiums- November 2014	\$9,185.85
33418	862	ANTHEM BLUE CROSS BLUE	11/10/14	November 2014 Cobra premiums for D. Kooy	\$1,286.02
33419	863	ANTHEM LIFE	11/10/14	Life Ins. Premiums- November 2014	\$89.82
33420	864	AUDIOCRAFT PUBLISHING, IN	11/10/14	Book	\$8.19
33421	865	BAKER & TAYLOR	11/10/14	Books, Continuations, AV, Auto. Yours	\$12,997.45
33422	866	BAKER & TAYLOR ENTERTAIN	11/10/14	DVDs	\$199.76
33423	867	BIERMA HARDWARE, INC.	11/10/14	Cleaning supplies	\$22.36
33424	868	BLUETARP FINANCIAL, INC	11/10/14	Primer, 2142V-box 1g jumbo plate, roller, paint tray liner, blue roll towels	\$34.89
33425	869	BUSINESS CARD	11/10/14	Teen Read Week prize, toilet paper, extension cords, calendars, magnetic board w/letters, digital photo frames, Office software, patron assistance tools, B2B expenses, DVDs, CDs, books, continuations, children's prizes	\$6,908.11
33426	870	CARDINAL OFFICE PRODUCT	11/10/14	DeM: Quarterly maintenance agreement on work room copier 7/21-10/21/14	\$399.43
33427	871	CAROLYNN DeVRIES	11/10/14	Counterparts lunch	\$10.13
33428	872	CENTURION HOLDINGS, LLC	11/10/14	Smart Shield licenses & annual maintenance	\$200.80
33429	873	CHICAGO TRIBUNE	11/10/14	Wh: Newspaper subscription Acct# 000043113043 11/6/14-5/6/15	\$259.74
33430	874	CIRCLE R ELECTRIC, INC.	11/10/14	DeM: work on exterior lights, repair sign light, replace west exit photocell;Rens: furnish & install 70 watt MH ballast kit in entry light	\$942.57
33431	875	CULLIGAN WATER CONDITIO	11/10/14	Wh: Water Cooler Rental-November 2014	\$9.95
33432	876	DELTA DENTAL	11/10/14	Dental Ins. Premiums-November 2014, 15 employees; November Cobra premiums for D. Kooy	\$451.12
33433	877	EMILY DURAN	11/10/14	Mileage 10/28/14: AV Shopping	\$24.64
33434	878	ENA SERVICES LLC	11/10/14	Internet Service- October 2014	\$1,461.00
33435	879	FAEGRE BAKER DANIELS LLP	11/10/14	Legal Assistance on personnel matters	\$950.00
33436	880	FINDAWAY WORLD, LLC	11/10/14	Playaway Views	\$499.95
33437	881	GALE/CENGAGE LEARNING	11/10/14	Books	\$50.23
33438	882	GOVCONNECTION, INC.	11/10/14	CPU Stands	\$221.00
33439	883	INTEGRITY SOFTWARE, INC	11/10/14	SofTrack Renewal	\$957.43
33440	884	JANICE WILMA	11/10/14	DVDs	\$140.00
33441	885	JASPER CO. VETERANS COU	11/10/14	1 4x6 US flag, 1 3x5 Indiana flag	\$62.00
33442	886	KAPCO	11/10/14	Vinyl label protectors, easy cover book covers, polyester repair tape, poly covers, ruler	\$274.87
33443	887	LEAP FROG SCHOOLHOUSE	11/10/14	LeapPad games	\$131.20
33444	888	LINDA POORTENGA	11/10/14	Mileage 9/19-10/16/14: B2B meetings, Chamber meeting, Management meeting	\$138.88
33445	889	NANCY PHILLIPS	11/10/14	Children's program supplies	\$25.30
33446	890	NANETTE SPEACHT	11/10/14	Mileage 3/28-11/3/14: Circulation Counterparts meeting, work front desk during DeMotte library party	\$13.44
33447	891	NATIONAL EDUCATIONAL SYS	11/10/14	DVDs	\$1,341.00
33448	892	NORTHWEST INDIANA GENE	11/10/14	Books	\$833.75
33449	893	OSBY WATER CONDITIONING	11/10/14	Wh. Water softener chemicals	\$115.00
33450	894	PROQUEST LLC	11/10/14	Rensselaer Republican Microfilm 1/1-4/30/14	\$77.24

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33451	895	QUILL CORPORATION	11/10/14	Calendars, permanent markers, ruled pads, copy paper, construction paper, glue, clasp envelopes, pencils, staples, correction tape, scotch tape, removable tape, ink cartridges, file folders, sticky notes, business envelopes, multi-roll tape dispenser	\$793.83
33452	896	RACO INDUSTRIES	11/10/14	Linear imager, hands free stand	\$224.00
33453	897	RENSSELAER SEPTIC TANKS	11/10/14	Wh: Install new parking lot bumper, remove old broken bumper	\$50.00
33454	898	ROEING CORP.	11/10/14	HP 1410-24G switch, Epson Powerlite LCD projector & accessories, 4 Merakis	\$5,600.00
33455	899	SHEILA MAXWELL	11/10/14	Mileage 6/17-10/31/14: IT visits, SDD, Tech Trends workshop, Auto. Counterparts meeting, Internet Librarian Conference	\$509.60
33456	900	THE TIMES	11/10/14	DeM: Newspaper subscription Acct# 170-00009893	\$278.20
33457	901	VISION SERVICE PLAN- (IN)	11/10/14	Vision Ins. Premiums- November 2014, 15 employees	\$190.88
33458	902	WAL-MART COMMUNITY/RFC	11/10/14	Children's supplies, DVDs, teen program supplies, books, cleaning supplies	\$872.25
33459	903	WASTE MANAGEMENT	11/10/14	DeM: Trash Service- November 2014	\$87.98
33460	904	WESTON WOODS STUDIOS	11/10/14	Audiobooks	\$236.80
33461	905	YVONNE DEL VECCHIO	11/10/14	Mileage 9/3-10/30/14: Walking Books, Book Club, SDD, Recycling, deliver Community Connections	\$52.47
33462	906	ZIESE PLUMBING, HEATING, &	11/10/14	DeM: Furnish & install new faucets in women's restroom	\$545.29
0	907	PAYROLL	11/10/14	PAYROLL	\$49,504.86
0	908	BILL HROMADA	11/10/14	Courier Mileage 10/16/14 - 10/31/14 (Conf. #178)	\$416.64
0	909	GREAT-WEST RETIREMENT S	11/10/14	Annuity Contributions withheld 11/10/14 Payroll (Conf. #181)	\$945.00
0	910	INDIANA DEPARTMENT OF RE	11/10/14	State & County Taxes withheld October 2014 Payrolls (Ref. #65023)	\$5,731.66
0	911	INPRS fbo PERF	11/10/14	INPRS Contributions 11/10/14 Payroll	\$5,583.07
0	912	IRS USA TAXPAYMENT	11/10/14	Federal Withholding, Medicare, & FICA withheld 11/10/14 Payroll & Ins. (Acknowledgement# 4218809)	\$11,488.34
0	913	TOWN OF DEMOTTE	11/10/14	DeM: Water & Sewer Service- October 2014 (Conf. #179)	\$169.27
0	914	TOWN OF WHEATFIELD	11/10/14	Wh: Sewer Service- November 2014 (Conf. #180)	\$56.65
0	915	ALLIANCE BANK	11/10/14	Direct Deposit Fees- October 2014	\$36.40
33463	916	AUTOMATIC DOOR SERVICE	11/10/14	Rens: Replace damaged door arm on the exterior door of main entrance	\$459.95
33464	917	BARTHOLOMEW COUNTY PU	11/10/14	ILL items- patron did not return	\$59.98
33465	918	DEBORAH KRISTOFF	11/10/14	Mileage 8/23-10/28/14: bank deposits, PERF presentation, AV Shopping; Management Meeting expenses; Children's program supplies	\$136.91
33466	919	DEMCO	11/10/14	Classification labels, 2 disc repair machines, clear polypropylene tape, polyfit, spine labels, book pockets	\$1,287.08
33467	920	ELLISON EDUCATIONAL EQUI	11/10/14	Die Cut Storage Rack	\$56.00
33468	921	FLEX-PAC INC	11/10/14	M-fold towels, toilet paper, paper towel rolls, toilet bowl cleaner, gloves, hand soap	\$720.02
33469	922	GOODWIN FIRE EQUIPMENT, I	11/10/14	Fire Extinguisher Training	\$200.00
33470	923	HP PRODUCTS	11/10/14	Odor counteractants, glass cleaner, gloves, trash bags	\$404.18
33471	924	MAGAZINE SUBSCRIPTION SE	11/10/14	Annual January- May Magazine Subscription Renewals	\$5,464.24
33472	925	MOTION PICTURE LICENSING	11/10/14	Wh: Movie License 1/3/15-1/3/16	\$103.32
33473	926	NETWISE RESOURCES	11/10/14	Rens staff copier quarterly service agreement	\$682.19
33474	927	NIPSCO	11/10/14	DeM & Wh: Gas & Electric Service	\$5,734.69
33475	928	OFFICE DEPOT	11/10/14	Calendars, reporter notebooks, double-sided tape, construction paper, tempera paint, washable markers, paper clips, scotch tape, copy paper, contact paper, DVD/CD folders, wireless mouse	\$709.73
33476	929	PATTY STRINGFELLOW	11/10/14	Mileage 10/16-11/6/14: Management Meeting, Librarian's Council Meeting	\$49.28
33477	930	PEGGY WOODS	11/10/14	DVDs, books, summer reading folders	\$1,145.42
0	931	SAGE PAYMENT SOLUTIONS	11/10/14	Merchant Processing Fees- October 2014, (automatic withdrawal on 11/3/14)	\$48.34

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33478	932	STERLING COMPUTERS	11/10/14	15 computer monitors, 15 USB soundbars, 5yr warranty	\$3,749.55
33479	933	TRUGREEN PROCESSING CE	11/10/14	Wh: Lawn fertilization	\$91.00
33480	934	ULINE	11/10/14	DVD cases, CD cases, anti-fatigue mat	\$697.19
33481	935	UNIQUE MANAGEMENT SERVI	11/10/14	Collections: Initial/Secondary Placements- October 2014	\$125.30
0	936	PAYROLL	11/25/14	PAYROLL	\$45,354.46
0	937	AFLAC	11/25/14	Supplemental Insurance November 2014 (Conf. #185)	\$546.54
0	938	BILL HROMADA	11/25/14	Courier Mileage 11/03/14 - 11/14/14 (Conf. #186)	\$347.20
0	939	CENTURYLINK	11/25/14	WH: Local Phone Service November 2014 (Conf #182)	\$39.66
0	940	CENTURYLINK	11/25/14	WH: Fax Service November 2014 Conf. # 183)	\$14.46
0	941	CITY OF RENSSELAER	11/25/14	RENS: Utilities 10/08/14/14 - 11/10/14 (Conf. #184)	\$3,008.19
0	942	GREAT-WEST RETIREMENT S	11/25/14	Annuity Contributions withheld 11/25/14 Payroll (Conf. #187)	\$945.00
0	943	INPRS fbo PERF	11/25/14	INPRS Contributions 11/25/14 Payroll	\$5,119.74
0	944	IRS USA TAXPAYMENT	11/25/14	Federal Withholding, Medicare, & FICA withheld 11/25/14 Payroll & Ins. (Acknowledgement# 64670396)	\$10,305.90
Total Amount of Claims					\$211,969.75

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 02, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$211,969.75

Date this 8th day of December, 20 14.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2014

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,371.94	\$28,095.56
DeMotte	\$637.20	\$9,940.93		
Rensselaer	\$1,105.30	\$10,325.99		
Wheatfield	\$629.44	\$7,828.64		
PHOTOCOPIES:			\$770.45	\$8,870.46
DeMotte	\$338.30	\$3,647.24		
Rensselaer	\$264.70	\$3,052.08		
Wheatfield	\$167.45	\$2,171.13		
INTEREST (Checking, Repurchase, CDs):			\$36.57	\$585.78
TAXES:			\$362,700.57	\$1,778,451.82
Property Tax	\$287,675.52	\$892,710.82		
LOIT	\$17,903.58	\$196,939.38		
License Excise Tax	\$0.00	\$52,903.56		
Financial Institution Tax	\$0.00	\$1,345.99		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,215.90		
Local Option/Certified Shares	\$47,176.36	\$518,939.96		
Local Option/Property Tax Repl.	\$9,945.11	\$109,396.21		
TAXABLE SALES:			\$3.84	\$318.64
REFUNDS:			\$150.00	\$48,346.95
Rebates/Refund	\$0.00	\$6,538.53		
Insurance Claims/Reimbursements	\$100.00	\$5,448.96		
Meeting Room Rental	\$50.00	\$1,400.00		
Reimbursement	\$0.00	\$44.25		
Fixed Asset Sales	\$0.00	\$117.10		
Miscellaneous Receipts	\$0.00	\$4,716.11		
Interfund Transfer	\$0.00	\$30,082.00		
TOTAL OPERATING FUND RECEIPTS:			\$366,033.37	\$1,864,669.21
PLAC FUND:			\$50.00	\$100.00
GIFT FUNDS:			\$452.00	\$11,676.79
DeMotte	\$102.00	\$3,419.79		
Rensselaer	\$350.00	\$4,816.22		
Wheatfield	\$0.00	\$3,440.78		
LIB. IMPROV. RESERVE FUND:			\$12.63	\$272.60
Interest Earned	\$12.63	\$272.60		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$75,589.60	\$247,942.54
Property Tax	\$75,589.60	\$234,568.62		
License Excise Tax	\$0.00	\$11,710.79		
Financial Institution Tax	\$0.00	\$296.03		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,367.10		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:		\$1,599.61	\$0.00	\$1,599.61
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$1,599.61		
STATE TECHNOLOGY FUND GRANT FUND:		\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3.41	\$7,168.81
Interest Earned	\$3.41	\$7,168.81		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$8,399.00
SALES TAX:			\$3.78	\$122.26
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$97.68
Interfund Transfer	\$0.00	\$97.68		
INSURANCE SETTLEMENT FUND			\$0.00	\$284,389.20
SUB-TOTAL (page 1)			\$442,144.79	\$2,426,437.70

F5b

WITHHOLDING ACCOUNT FUNDS:

			\$27,931.23	\$325,824.67
FIT Tax Collected	\$7,610.47	\$86,731.56		
FICA Collected	\$7,091.89	\$79,017.96		
State Tax Collected	\$3,328.40	\$36,476.94		
County Tax Collected	\$2,616.19	\$28,368.73		
Deferred Comp Plan	\$1,890.00	\$28,772.40		
Pre-tax Insurance Plans	\$2,545.64	\$33,443.21		
Life Insurance	\$160.20	\$2,097.86		
INPRS	\$2,688.44	\$30,916.01		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$470,076.02	\$2,752,262.37

Voucher List

Jasper County Public Library

Report Date: From 12/1/14 To 12/8/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33482	945	AARON'S LAWN CARE	12/8/14	Mowing & end of season clean up	\$610.00
33483	946	ALLIED WASTE SERVICES #71	12/8/14	Wh: Trash Service- December 2014	\$64.95
33484	947	BAKER & TAYLOR	12/8/14	Books, Continuations, AV, Auto. Yours	\$13,004.21
33485	948	BAKER & TAYLOR ENTERTAIN	12/8/14	DVDs	\$91.66
33486	949	BETTER CONTAINERS MFG. C	12/8/14	Library bags	\$128.45
33487	950	BLUETARP FINANCIAL, INC	12/8/14	Paint, chain, screws	\$57.23
33488	951	BRODART CO.	12/8/14	Mylar, maprail with end stops	\$259.64
33489	952	BROOK REPORTER	12/8/14	Rens: Newspaper subscription Acct# 0074833	\$46.00
33490	953	CIRCLE R ELECTRIC, INC.	12/8/14	DeM: Furnish & install 14W R7 900LM LED lamp on front of building	\$132.32
33491	954	CULLIGAN WATER CONDITIO	12/8/14	Wh: Water Cooler Rental-December 2014, 5-gallon drinking water- 8	\$65.95
33492	955	DAVIS WATER CONDITIONING	12/8/14	DeM: 50# bags of solar salt- 14	\$105.00
33493	956	DEMCO	12/8/14	Bookmarks, magazine binders, book supports, sliding dividers, non-stick scissors	\$622.72
33494	957	DEREK J. DEJONG	12/8/14	Mileage 1/2-11/18/14: Recycling	\$23.52
33495	958	DONNA BARKO	12/8/14	Christmas gel clings; Mileage 11/24-12/1/14: Bank deposits, Post Office, new employee orientation	\$55.22
33496	959	ENA SERVICES LLC	12/8/14	Internet Service- November 2014	\$1,461.00
33497	960	ENGAGED PATRONS.ORG	12/8/14	Events Page Hosting Service 1/1/15-12/31/15	\$229.00
33498	961	EVELYN BRISTOL	12/8/14	Mileage 7/17-11/19/14: Management Meetings, new children's specialist training, Counterparts Meeting, ILF Conference	\$202.72
33499	962	FINDAWAY WORLD, LLC	12/8/14	Playaways	\$798.89
33500	963	FLEX-PAC INC	12/8/14	M-fold towels, toilet paper, roll paper towels	\$142.22
33501	964	GALE/CENGAGE LEARNING	12/8/14	Books	\$164.32
33502	965	GOODWIN FIRE EQUIPMENT, I	12/8/14	Emergency exit lights- 3	\$272.85
33503	966	GOVCONNECTION, INC.	12/8/14	CPU stands- 2	\$39.70
33504	967	GRAINGER	12/8/14	Air filters	\$278.51
33505	968	HAMSTRA BUILDERS, INC.	12/8/14	Wh: Replaced inducer motor	\$334.51
33506	969	HANCOCK COUNTY PUBLIC LI	12/8/14	Lost ILL item	\$16.87
33507	970	HP PRODUCTS	12/8/14	Disinfectant cleanser, trash bags	\$112.08
33508	971	JANICE WILMA	12/8/14	Children's supplies	\$99.42
33509	972	KEVIN MOORE ELECTRIC	12/8/14	Rens: Replace light fixture damaged during flood repairs	\$206.04
33510	973	LEGAL DIRECTORIES PUBLIS	12/8/14	Continuations	\$69.75
33511	974	LINDA POORTENGA	12/8/14	Mileage 11/12-11/20/14: B2B meetings, Management meeting	\$147.28
33512	975	MIDWEST TAPE	12/8/14	Audiobooks	\$222.93
33513	976	MY MEDIA DIRECTORY	12/8/14	Continuations	\$85.00
33514	977	NANCY PHILLIPS	12/8/14	Children's supplies, DVD	\$35.69
33515	978	NETWISE RESOURCES	12/8/14	Wh: staff copier quarterly service agreement	\$173.14
33516	979	OFFICE DEPOT	12/8/14	Filament tape, color copy paper, paper trimmer, DVD/CD file folders, laminator pouches, file folders, construction paper, magnetic dry erase board, chairmats, floor mats, filing crates, wiggle eyes, bookends, puzzle case, flash drives	\$832.38
33517	980	OVERDRIVE	12/8/14	Ebook content for Consortium & Advantage accounts	\$8,750.00
33518	981	PRECISION CONTROL SYSTE	12/8/14	Rens: No cooling, main chiller in alarm, cooler pump interlock contacts failed to close, chiller pump running but flow switch open. Closed switch, turned pump off & switch opened, turned pump back on & switch wouldn't close. Removed & replaced flow switch, sealed covers. Reset chiller.	\$939.14

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33519	982	QUILL CORPORATION	12/8/14	Toner cartridges, shredder, foam sheets, construction paper, fingertip moistener, kleenex, rubber cement, color copy paper, acrylic sign holders, sandwich bags	\$736.77
33520	983	RENSSELAER CHAMBER OF C	12/8/14	Luncheon Meeting: August 2014	\$10.00
33521	984	SHEILA MAXWELL	12/8/14	Internet Librarian Conference expenses	\$1,418.88
33522	985	STANLEY STEEMER	12/8/14	Carpet cleaning	\$1,172.60
33523	986	STAPLES CREDIT PLAN	12/8/14	Wall mount business card holders	\$63.99
33524	987	STERLING COMPUTERS	12/8/14	15 computers, 6 laptops	\$17,250.45
33525	988	SVT, LLC	12/8/14	Branch Counterparts meeting expenses	\$24.70
33526	989	TODAY'S BUSINESS Solutio	12/8/14	PrinterON service plan	\$1,485.00
33527	990	TOWN OF DEMOTTE	12/8/14	DeM: Water & Sewer Service- November 2014	\$167.64
33528	991	TOWN OF WHEATFIELD	12/8/14	Wh: Sewer Service- December 2014	\$56.65
33529	992	VISION SERVICE PLAN- (IN)	12/8/14	Vision Ins. Premiums- December 2014, 16 employees	\$167.02
33530	993	WAL-MART COMMUNITY/RFC	12/8/14	Toddler Time expenses, Fancy Nancy program expenses, wipes, children's supplies, Halloween expenses, Afterschool program expenses, cleaning supplies, batteries, office supplies, DVDs, CDs, books	\$3,654.08
33531	994	WASTE MANAGEMENT	12/8/14	DeM: Trash Service- December 2014	\$87.98
33532	995	WAYFAIR SUPPLY	12/8/14	2 office chairs, bins	\$423.06
33533	996	ZIESE PLUMBING, HEATING, &	12/8/14	DeM: Flush water heater and remove anode rod, Look at winterizing silcocks	\$345.00
33534	998	ACE HARDWARE	12/8/14	Duster, extension cord	\$29.98
0	999	ALLIANCE BANK	12/8/14	Direct Deposit Fees- November 2014	\$36.70
33535	1000	ANTHEM BLUE CROSS BLUE	12/8/14	Health Ins. Premiums- December 2014, 16 employees	\$10,303.45
33536	1001	ANTHEM BLUE CROSS BLUE	12/8/14	December 2014 Cobra premiums for D. Kooy; October, November, December 2014 Cobra premiums for B. Thompson	\$3,123.19
33537	1002	ANTHEM LIFE	12/8/14	Life Ins. Premiums- December 2014	\$82.62
33538	1003	BRODART CO.	12/8/14	Alphabet & math magnets, 2" display hooks	\$44.20
33539	1004	BUSINESS CARD	12/8/14	DVDs, books, ILF Conference expenses, Christmas program expenses, shop vac parts, children's supplies, dispenser keys, ceiling tiles, 3-drawer carts, storage boxes, cleaning supplies, batteries, Staff Christmas party expenses, Next Issue subscription	\$2,829.88
33540	1005	CAPSTONE PRESS, INC	12/8/14	Books	\$1,953.43
33541	1006	CENTURYLINK	12/8/14	Long Distance Phone Service- November 2014	\$16.01
33542	1007	CENTURYLINK	12/8/14	Rens: Local Phone & Fax Service- December 2014	\$100.40
33543	1008	D & S COMPUTER SERVICES	12/8/14	Installation of three security cameras, cabling, and connectors	\$1,556.50
33544	1009	DELTA DENTAL	12/8/14	Dental Ins. Premiums-December 2014, 16 employees; December Cobra premiums for D. Kooy	\$519.03
33545	1010	DUMAS & MAHNESMITH P.C.	12/8/14	Legal Assistance: Property Purchase	\$427.50
33546	1011	EBSCO INFORMATION SERVI	12/8/14	Novelist Online Subscription, 10/1/14-9/30/15	\$2,595.00
33547	1012	FASE-KALUF TV & APPLIANCE	12/8/14	Cordless phone battery	\$21.99
33548	1013	MELISSA SMITH	12/8/14	Mileage 1/15-12/3/14: Walking books	\$74.65
33549	1014	NIPSCO	12/8/14	DeM & Wh: Gas & Electric Service	\$6,245.01
33550	1015	PATTY STRINGFELLOW	12/8/14	Bookkeeping Workshop expenses; Mileage 11/24-12/4/14: Branch visit, Branch Librarian orientation, transport, AVC User Group meeting, MCLS Community Conversation	\$211.07
33551	1016	RAYANN GILMORE	12/8/14	Bookkeeping Workshop parking & expenses; Mileage 10/10-12/5/14: Bank deposits, Post Office, Courthouse, Bookkeeping Workshop, AVC meeting, transport	\$199.50
0	1017	SAGE PAYMENT SOLUTIONS	12/8/14	Annual Compliance Fee & Merchant Processing Fees- November 2014, (automatic withdrawal on 12/1/14)	\$276.34
33552	1018	THREE TREE INVESTMENTS L	12/8/14	Wh: Install handicap parking sign, fix shelves on west end of library, replace exit sign; DeM: Clean out gutters, replace two exit signs	\$360.00

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33553	1019	UNIQUE MANAGEMENT SERVI	12/8/14	Collections: Initial/Secondary Placements- November 2014	\$26.85
Total Amount of Claims					\$88,977.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 08, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$88,977.43

Date this 8th day of December, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Monday, December 29, 2014; 9am
Rensselaer Library Meeting Room

Purpose

Opening of Meeting

Moment of Silence

Final Year-End Bills to be Allowed

Action

2014 Appropriation Transfers

Action

Public Forum

Adjournment

Voucher List

Jasper County Public Library

Report Date: From 12/9/14 To 12/31/14

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	997	PAYROLL	12/10/14	PAYROLL	\$43,786.09
0	1020	BILL HROMADA	12/10/14	Courier Mileage 11/17/14 - 11/28/14 (Conf. #188)	\$312.48
0	1021	GREAT-WEST RETIREMENT S	12/10/14	Annuity Contributions withheld 12/10/14 Payroll (Conf. #189)	\$945.00
0	1022	INDIANA DEPARTMENT OF RE	12/10/14	State & County Taxes withheld November 2014 Payrolls (Ref. #86223)	\$5,944.59
0	1023	INPRS fbo PERF	12/10/14	INPRS Contributions 12/10/14 Payroll	\$5,068.79
0	1024	IRS USA TAXPAYMENT	12/10/14	Federal Withholding, Medicare, & FICA withheld 12/10/14 Payroll & Ins. (Acknowledgement# 45789664)	\$9,922.92
0	1025	PAYROLL	12/23/14	PAYROLL	\$46,968.72
33554	1026	4-COUNTY SUPPLY	12/29/14	Faucet	\$90.26
33555	1027	ACE HARDWARE	12/29/14	Toilet handle, faucet kit, toolbox, plastic container, murphy oil soap	\$58.75
33556	1028	BAKER & TAYLOR	12/29/14	Books, Continuations, AV, Auto. Yours	\$8,018.11
33557	1029	BAKER & TAYLOR ENTERTAIN	12/29/14	DVDs	\$907.74
33558	1030	BLUETARP FINANCIAL, INC	12/29/14	Clear seal, adhesive spreader, panef graphite lub, qt w/w cove base adhesive	\$17.56
33559	1031	BOYCE FORMS/SYSTEMS	12/29/14	Tax forms	\$62.55
33560	1032	CARDINAL OFFICE PRODUCT	12/29/14	Rens: Patron Copier Maintenance 12/26/13-12/26/14	\$192.95
33561	1033	CARROT-TOP INDUSTRIES, IN	12/29/14	100ft flag pole rope	\$70.30
33562	1034	CDW GOVERNMENT	12/29/14	Touchscreen display	\$662.16
33563	1035	DEBORAH KRISTOFF	12/29/14	Mileage 12/12-12/22/14: Work Rensselaer Christmas Party, work Wheatfield Christmas Party, Summer Reading seminar	\$82.88
33564	1036	DIANE OPOLSKI	12/29/14	Mileage 12/12/14: work Rensselaer Christmas Party	\$24.64
33565	1037	FLEX-PAC INC	12/29/14	Toilet paper, paper towel rolls, hand soap, m-folds	\$292.73
33566	1038	JANICE WILMA	12/29/14	Mileage 10/16-11/13/14: Management meetings, AV shopping	\$64.40
33567	1039	JEAN LAMBERT	12/29/14	Mileage 9/29-12/15/14: Recycling, pick up cleaning supplies & repair parts	\$15.01
33568	1040	JOHNSON COUNTY PUBLIC LI	12/29/14	ILL item patron did not return	\$29.99
33569	1041	KARLA HAUSENFLECK	12/29/14	Mileage 10/16-12/17/14: Fall Counterparts, Storytimes, pick up craft supplies, flyer delivery	\$82.88
33570	1042	KIM DELGER	12/29/14	Magazines	\$27.96
33571	1043	KIRBY RISK CORPORATION	12/29/14	Lightbulbs	\$219.66
33572	1044	KOLORTECH LIGHTING LLC	12/29/14	Lightbulbs	\$59.75
33573	1045	KV POST NEWS	12/29/14	DeM: Newspaper subscription 1/3/15-1/2/16 Acct# 0045635	\$62.00
33574	1046	MELISSA J. WIDNER	12/29/14	Stocking Stuffer program supplies	\$14.10
33575	1047	OFFICE DEPOT	12/29/14	Imprinted envelopes	\$299.20
33576	1048	PAT KOPANDA	12/29/14	Book	\$20.00
33577	1049	PATTY STRINGFELLOW	12/29/14	Mileage 12/15-12/17/14: Staff Reviews	\$49.28
33578	1050	PEGGY WOODS	12/29/14	Mileage 10/24-12/11/14: AV shopping, pick up supplies	\$10.75
33579	1051	QUILL CORPORATION	12/29/14	Toner cartridges, kleenex, single hole punch	\$185.98
33580	1052	ROEING CORP.	12/29/14	Tech Maintenance Support Agreement (FLOOD)	\$3,956.25
33581	1053	RACHAEL CAVINDER	12/29/14	Mileage 12/16-12/22/14: Preschool visit, Summer Reading workshop	\$44.80
33582	1054	RAINBOW PRINTING	12/29/14	Library cards	\$768.00
33583	1055	RAYANN GILMORE	12/29/14	Rens. Petty Cash: postage, parking at AVC meeting, launder towels	\$48.73
33584	1056	SHEILA MAXWELL	12/29/14	Mileage 11/4-12/16/14: Branch visits, Management meeting, Automation Counterparts meeting	\$194.32
33585	1057	SIMPLEXGRINNELL	12/29/14	Rens: Reprogram & test alarm dialer	\$267.75

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
33586	1058	SVT, LLC	12/29/14	Staff Christmas Party expenses	\$69.02
33587	1059	ULINE	12/29/14	14x14 polybags, anti-fatigue conductive mat	\$319.69
33588	1060	WAL-MART COMMUNITY/RFC	12/29/14	DVDs, CDs, children's supplies, children's program expenses, cleaning supplies, light bulbs	\$1,163.24
33589	1061	YVONNE DEL VECCHIO	12/29/14	Mileage 11/5-12/17/14: Walking Books, Book Club, deliver newsletter, recycling	\$22.29
0	1062	AFLAC	12/23/14	Supplemental Insurance December 2014 (Conf. #194)	\$546.54
0	1063	BILL HROMADA	12/23/14	Courier Mileage 12/8/14 - 12/15/14 (Conf. #196)	\$208.32
0	1064	CENTURYLINK	12/23/14	WH: Local Phone Service December 2014 (Conf #193)	\$39.68
0	1065	CENTURYLINK	12/23/14	WH: Fax Service December 2014 (Conf. # 192)	\$14.51
0	1066	CITY OF RENSSELAER	12/23/14	RENS: Utilities 11/10/14/14 - 12/9/14 (Conf. #191)	\$2,653.22
0	1067	DENISE HAVENS	12/23/14	Substitute Courier Mileage 12/2, 12/5/14 (Conf #195)	\$69.44
0	1068	GREAT-WEST RETIREMENT S	12/23/14	Annuity Contributions withheld 12/23/14 Payroll (Conf. #197)	\$945.00
0	1069	INDIANA NEWSPAPERS INC. #	12/23/14	Rens: IndyStar newspaper subscription 1/1-12/31/15 Acct# IS0140456 Conf# 190)	\$384.03
0	1070	INPRS fbo PERF	12/23/14	INPRS Contributions 12/23/14 Payroll	\$5,375.79
0	1071	IRS USA TAXPAYMENT	12/23/14	Federal Withholding, Medicare, & FICA withheld 12/23/14 Payroll & Ins. (Acknowledgement# 62041107)	\$10,724.66
0	1072	JASPER COUNTY PUBLIC LIB	12/29/14	Funds transferred from Operating into LIRF per Board resolution 12/8/14	\$35,000.00
0	1073	JASPER COUNTY PUBLIC LIB	12/29/14	INPRS transfer- extra due to rounding	\$0.02
Total Amount of Claims					\$187,385.48

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 26, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$187,385.48

Date this 29th day of December, 2014.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 29, 2014

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
1.11 Salary of Librarian	\$ 546.74	1.24 Employer's Contrib.- INS	\$ 647.66
1.22 Unemployment Compensation	\$ 100.92		
2.42 Marketing Supplies	\$ 12.31	2.41 Library Supplies	\$ 12.31
3.14 Other Professional Services	\$ 6,541.54	3.94 Transfer to LIRF	\$ 12,909.99
3.145 Databases & Licensing Services	\$ 84.75		
3.24 Professional Meetings	\$ 1,157.29		
3.52 Electricity	\$ 2,237.62		
3.53 Water	\$ 1,209.36		
3.54 Waste Disposal Services	\$ 216.16		
3.62 Equipment Repairs	\$ 434.00		
3.91 Dues	\$ 1,029.27		

TOTAL Added \$ 13,569.96

TOTAL Reduced \$ 13,569.96

LIBRARY IMPROVEMENT RESERVE FUND (130)

3.61 Building & Structures	\$ 10,000.00	3.14 Other Professional Services	\$ 10,000.00
TOTAL Added	\$ 10,000.00	TOTAL Reduced	\$ 10,000.00

AYE

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

 **ACCO USA**
LINCOLNSHIRE, ILLINOIS 60069

#25971



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BLACK/NOIR/NEGRO

